

Town Board Meeting



November 9, 2016



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The Minden Town Board meeting will be held at 5:30 p.m. on Wednesday, November 9, 2016, at 1602 Esmeralda Avenue, Minden, Nevada.

NOTICE: NRS 237: The Minden Town Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements (BIS). When the Town Board approves its agenda, it also approves a motion which includes ratification of staff action taken pursuant to NRS 237.030 et seq. with respect to items on the Board's agenda. This includes, without limitation, the conclusion that each rule, ordinance, or regulation which is on the Board's agenda is without direct and significant economic burden on a business or direct restriction on the formation, operation, or expansion of a business; and that each rule, ordinance, or regulation which is on the Board's agenda for which a BIS has *not* been prepared does not impose a direct and significant economic impact on a business or a direct restriction on the formation, operation, or expansion of a business.

NOTICE: to persons with disabilities: Reasonable efforts will be made to assist and accommodate individuals with disabilities desiring to attend the meeting. Please contact the Minden Town Office in writing at 1604 Esmeralda Avenue in Minden, Nevada or call 775-782-5976 in advance of the meeting, preferably at least 24 hours prior to the meeting, so that the arrangements may be conveniently made.

NOTICE: Items on the Agenda may be taken out of order. The Minden Town Board may combine two or more agenda items for consideration. The Minden Town Board may at any time remove an item from the agenda or delay discussion relating to an item on the agenda. Any restrictions imposed by the Board or its chair on public comment must be reasonable and may restrict time, place and manner of comments but may not restrict comments based on viewpoint.

Rachel Hamer, Town of Minden Secretary posted copies of this notice and agenda at 8:30 a.m. on the third working day, November 4, 2016, before the meeting at the following locations: Minden Administration Office, 1604 Esmeralda Avenue, Suite 101, Minden, NV 89423; Minden Post Office, 1640 US Hwy 395, Minden, NV 89423; Douglas County Administrative Building, 1616 8th Street, Minden, NV 89423; and CVIC Hall bulletin board, 1602 Esmeralda Ave, Minden, NV 89423.

Signed: : Rachel Hamer, Secretary.

Copies of supporting material may be requested from Rachel Hamer, Secretary, at 1604 Esmeralda Avenue, Minden, Nevada; by mail addressed to Ms. Hamer addressed to at the Minden Town Office; by phone at (775) 782-5976 or by email at rhamer@douglasnv.us. Copies of supporting material are available to the public at the Town Office, on the Town's website, www.townofminden.com, and at the meeting on the date and place listed above.

5:30 P.M. CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: Discussion may be limited to three minutes per person at the discretion of the Chair. **No action** may be taken on a matter raised under this portion of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken.

APPROVAL OF AGENDA

APPROVAL OF MINUTES:

October 5, 2016, Board Meeting

ACKNOWLEDGEMENT OF GIFTS

Minden Town Board Agenda

November 9, 2016

Page 2 of 3

BOARD MEMBER REPORTS: Items on the Administrative Agenda will not be discussed during Board Member committee reports. **No action** may be taken on a matter raised under this portion of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken. Discussion may include a report on activities of committees or general information of interest to the Board.

CONSENT AGENDA FOR POSSIBLE ACTION: Items may be moved to or from the Consent Agenda at the beginning of the Board meeting during the Approval of the Consent Agenda. Items on the Consent Agenda may be voted on in a block, i.e., with one motion on all those items, one second to the motion, and one vote by the Board members. Items removed from the Consent Agenda will be heard immediately following the Consent Agenda in the order in which they appear in the Consent Agenda.

1. Approval of the October 2016 financial report including claims paid September 23, 2016 through October 27, 2016 for fiscal year 2017.
2. Approval of a request by Douglas County Parks and Recreation to waive park rental fees, provide staff to monitor the park, assist with cleanup of the events and provide trash dumpsters at no charge for each concert in the park and to contribute Town Funds not to exceed \$5,000 in fiscal year 2017-2018 to sponsor the 2017 Summer Concert Series, and two concerts in the 2018 Summer Concert Series. Approval of the request will include: closure of Fifth Street between Esmeralda and Mono Avenue from 7:00am to 9:00pm and Esmeralda Avenue from 5th Street to 6th Street from 5:00pm to 9:00pm May 26th, June 16th, July 14th, August 4th and August 25th for the 2017 Summer Concert Series.

ADMINISTRATIVE AGENDA: The following item(s) are scheduled for public hearing. At the beginning of each item, the Chairman will call the item. Normally, the applicant and/or their representatives are permitted to speak first, and then Town Staff may present a summary of the staff report and recommendation, including any updated information received by the Town after the reports were distributed. Next, Board discussion, and then the Chairman will open the hearing to public comment. For items on which action is to be taken, the Chairman will close the hearing of public comment before a motion is made and a vote is taken. The Chairman has the right to establish reasonable time limits for comments and to allow for rebuttal comments.

1. For possible action: Discussion and possible action to recommend to Douglas County approval, approval with conditions, continuance or denial of DA 16-066, a request for a major variance from rear and side setbacks to demolish and rebuild an existing 22' x 22' garage, largely in place, at or near the lot lines. Garage is presently located on the Southwest corner of the property that is encroaching on a neighboring property. The subject property is located at 1628 Mono Avenue, zoned SFR 8,000, and in the Minden/Gardnerville Community Plan. APN 1320-32-111-036. Appearance by a representative on behalf of the applicants, Scott and Lisa Swift. **Public comment.**
2. Not for possible action: Presentation by Main Street Minden to the Minden Town Board on the financial status, overall progress to date, and future plans of the Main Street Minden Program. Appearance by Connie Billington, Executive Director, Main Street Minden. **Public comment.**
3. For possible action: Discussion and possible action to provide input to Douglas County regarding the update to the Douglas County Transportation Plan as it applies to the Town of Minden. Appearance by Jenifer Davidson, Town Manager. **Public comment.**

Minden Town Board Agenda

November 9, 2016

Page 3 of 3

4. For possible action: Discussion and possible action to provide direction to Town Staff regarding the potential application of the Sidewalk Cost Sharing Program to the sidewalks located in the portion of the right-of-way currently owned and maintained by Douglas County on County Road. Appearance by Jenifer Davidson, Town Manager. **Public comment.**
5. For possible action: Discussion and possible action to review and provide direction to Town Staff regarding a draft scope of work prepared by Town Staff and provided to Sunrise Engineering to develop a Town of Minden Water Master Plan. Appearance by Jenifer Davidson, Minden Manager and JD Frisby, Superintendent of Public Works. **Public comment.**
6. For possible action: Discussion and possible action to direct staff in relation to Staff Reports. Discussion shall include a Staff Report on the activities, progress on or status of assigned tasks and projects, or general information regarding operations and projects related to trash, retail and wholesale water service, and other functions of the Town of Minden. Appearance by Jenifer Davidson, Town Manager, and JD Frisby, Superintendent of Public Works. **Public comment.**

PUBLIC COMMENT: Final period of public comment to allow public comment on any matter within the Town Board's jurisdiction, control, or advisory power. Discussion may be limited to three minutes per person at the discretion of the Chair. No action may be taken on a matter raised under this portion of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken.

ADJOURNMENT

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The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, October 5, 2016, at 1602 Esmeralda Avenue, Minden, Nevada.

Board Members present: Matt Bernard, Glen Radtke, Roxanne Stangle, John Stephans and Bill Souigny.

Staff present: Jenifer Davidson, JD Frisby, Trish Koepnick, and Ryan Russell.

Chairman Stephans called the regular meeting to order at 5:30 p.m.

The Pledge of Allegiance was led by Chairman Stephans.

PUBLIC COMMENT:

A Bently representative gave an update on the Bently Heritage project.

A member of the public expressed concern about drainage issues at Hwy 395 as well as County culverts that run through Minden. Another member of the public commended the Board for their action on the Park Cattle Master Plan amendment request.

APPROVAL OF AGENDA

Chairman Stephans noted that Administrative Agenda Item #1 would be removed from the agenda. Stangle/Radtke moved to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES:

Souigny/Radtke moved to approve the minutes of September 7, 2016. Motion carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: None

BOARD MEMBER REPORTS: Ms. Stangle gave a reminder about Minden Main Street's Fall Fling, and Mr. Stephans reminded the Board about their participation in Safe Street.

CONSENT AGENDA FOR POSSIBLE ACTION:

1. Approval of the August 2016 financial report including claims paid August 26, 2016 through September 22, 2016 for fiscal year 2017.
2. Approval of a request by Minden Fest event promoters for the Town of Minden to sponsor the Esmeralda Avenue Farmer's Markets Tuesday evenings from May 16th through September 26th, 2017. Town approval will include closure of Esmeralda between Fourth Street and Fifth Street and Fifth Street between Esmeralda Avenue and Mono from 2:00 pm until 8:30 pm.
3. Approval of a request by Minden Fest event promoters for the Town of Minden to sponsor the Minden Spring Arts and Crafts Festival and Innliner Car Show, June 2-4, 2017. Approval of this request would include waiving fees associated with street closure and providing Town staff support of the event. Town approval will also include closure of Esmeralda between US Highway 395 and Sixth Street; Fifth Street from Mono Ave to the alley between Esmeralda Ave and US Hwy 395; Fourth Street from Mono Ave to the alley between Esmeralda Ave and US Hwy 395 from 2:00 pm Friday through 7:00 pm Sunday.
4. Approval of a request by Minden Fest event promoters for the Town of Minden to waive the fees associated with the use of the CVIC Hall for a half day craft/gift show on December 3, 2016 and December 2, 2017 in exchange for live music/entertainment to be paid for and hosted by Minden Fest for the duration of the show.
5. Approval of the 2016 Town of Minden Christmas Celebration on Friday, December 2, and the 21st annual Parade of Lights from Heritage Park to Minden Park Saturday, December 3, 2016. Approval of this

Minden Town Board Minutes

October 5, 2016

Page 2 of 3

request includes closure of the following streets on Friday December from 12:00 pm until 10:00 pm: Esmeralda Avenue between Fourth Street and Sixth Street; Fifth Street between Mono Avenue and the alley between Highway 395 and Esmeralda Ave. Approval also includes closure of the following streets: Esmeralda from US Highway 395 to Eighth Street; closure of Eighth, Seventh, Sixth, Fifth and Fourth Streets between US Highway 395 and County Road; third street between US Highway 395 and Mono, and closure of Mono Avenue between Third and Eighth Street from 3:00 pm to 10:00 pm Saturday December 3, 2016. Radtke/Souligny moved to approve the consent agenda as published. Motion carried unanimously.

ADMINISTRATIVE AGENDA:

1. For possible action: Discussion and possible action to formally change, change with conditions, or continue the regular monthly meeting time of the Minden Town Board from 5:30 p.m. to 4:30 p.m. on the first Wednesday of every month unless formally changed to another day of the week or noticed for another meeting time. Appearance by Chairman John Stephans.

This item was removed from the agenda.

2. For possible action: Discussion and possible action to provide direction to Town Staff regarding the possible creation of special program to pay tribute to, memorialize or thank members of the community through contributions to streetscape, landscaping and other design elements in and around Minden. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson gave the background for this request, and asked for feedback from the Board.

Board discussion included a desire to have a defined and manageable policy for these types of contributions, and perhaps create something unique for Minden.

Public comment: None

Following thoughtful and intelligent deliberation Souligny/Stangle moved to direct staff to develop a policy for a special program to pay tribute to, memorialize or thank members of the community through contributions to streetscape, landscaping and other design elements in and around Minden and bring back a draft policy to a future Board meeting for Board approval. Motion carried unanimously.

3. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Town administrative staff to create one full-time, 40 hour per week, Office Specialist position and eliminate one part-time Office Assistant position. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson gave the background for this request.

Board discussion included the elements that would make this cost neutral, the time spent on training new hires, and concern about staffing increases.

Public comment:

Members of the public expressed concerns with increases to the budget during a static growth time as well as redundancy needs.

Mr. Russell noted that this action should be allowed under the Cost allocation policy agreement with the County, thus it should not need County approval.

Following thoughtful and intelligent deliberation, Stangle/Radtke moved to approve the a request by Town administrative staff to create one full-time, 40 hour per week, Office Specialist position and eliminate one part-time Office Assistant position. Motion carried unanimously.

4. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny request to formally change the November regular Town Board meeting date from November 2, 2016 to November 9, 2016. Appearance by Jenifer Davidson, Town Manager.

No board comments.

Public comment: None

Following thoughtful and intelligent deliberation, Bernard/Stangle moved to approve the request to formally

change the November regular Town Board meeting date from November 2, 2016 to November 9, 2016. Motion carried unanimously.

5. For possible action: Discussion and possible action to select and approve, approve with conditions, continue or deny a date and time for a special meeting in November or December of 2016 to conduct a Town of Minden strategic planning session. Possible action may include providing direction to staff regarding the content of the strategic planning session. Appearance by Jenifer Davidson, Minden Town Manager.

Ms. Davidson gave the background for this agenda item.

Board discussion included incorporating the concept of giving input back to Ms. Stower concerning the Master Plan as noted at the September meeting.

Public comment:

A member of the public encouraged the Board to advocate a major collector to alleviate traffic issues on the west side of the valley.

Board discussed the time frame for the strategic planning meeting.

Following thoughtful and intelligent deliberation Stangle/Bernard moved to have staff recommend to the Board a couple of days in November or December for a special meeting to conduct the Town of Minden strategic planning session and provide direction. Motion carried unanimously.

6. For possible action: Discussion and possible action to direct staff in relation to Staff Reports. Discussion shall include a Staff Report on the activities, progress on or status of assigned tasks and projects, or general information regarding operations and projects related to trash, retail and wholesale water service, and other functions of the Town of Minden. Appearance by Jenifer Davidson, Town Manager, and JD Frisby, Superintendent of Public Works.

Ms. Davidson noted she had given periodic updates to the Board throughout the month. Mr. Frisby gave updates on Well 11, engineering pool agreements, G.E. easement and the new trash trucks.

Public comment: None

FINAL PUBLIC COMMENT: None

ADJOURNMENT: Mr. Bernard moved to adjourn at 6:15 p.m.

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November 9, 2016 Board Meeting - Consent #1											
Paid M-T-D →	General		AdVal	Trash	Cap Equip	Wholesale	Water	Deposit	Date		
	\$ 61,093.02		\$ 71,784.00	\$ 30,928.50	\$ 78,648.30	\$ 75,844.10	\$ 20,442.68	\$ 1,500.00			
Date Paid	Fund	Account Number	(Verify Fund)	Account)	Vendor	Invoice Number	Description	Claim Amount	Funds Available After Claims Paid	Total M-T-D	
9/29/2016	630	630.911.521.100	General	Professional Services	Tyco Integrated	27225728	monthly service 10/16	\$ 188.40	\$ 60,480.35	\$ 188.40	
9/29/2016	630	630.916.520.187	General	Internet Expense	Charter Communications		internet service	\$ 84.98	\$ (339.92)	\$ 273.38	
9/29/2016	639	639.919.531.006	Wholesale	Chemicals	Sierra Chemical	SLS10039696	Heybourne Booster Chlorine	\$ 801.11	\$ 13,665.05	\$ 1,074.49	
9/29/2016	635	635.912.532.003	Trash	Gas & Oil	Flyers Energy	CFS1295808	fuel	\$ 573.81	\$ 25,261.10	\$ 1,648.30	
9/29/2016	630	630.916.532.003	General	Gas & Oil	Flyers Energy		fuel	\$ 118.31	\$ 5,312.77	\$ 1,766.61	
9/29/2016	630	630.915.532.003	General	Gas & Oil	Flyers Energy		fuel	\$ 87.56	\$ 1,533.41	\$ 1,854.17	
9/29/2016	639	639.919.532.003	Wholesale	Gas & Oil	Flyers Energy		fuel	\$ 74.09	\$ 4,269.39	\$ 1,928.26	
9/29/2016	640	640.913.532.003	Water	Gas & Oil	Flyers Energy		fuel	\$ 74.09	\$ 2,269.36	\$ 2,002.35	
9/29/2016	630	630.911.520.136	General	Rents & Leases Equip	Pitney Bowes	0012618520	rental charges	\$ 180.00	\$ 4,827.98	\$ 2,182.35	
9/29/2016	630	630.916.532.015	General	Maint & Repair	Christine Fixman	9/16	Jakes Maint	\$ 800.00	\$ 56,178.24	\$ 2,982.35	
9/29/2016	630	630.916.532.015	General	Maint & Repair	Christine Fixman		roundabout	\$ 180.00	\$ 56,178.24	\$ 3,162.35	
9/29/2016	630	630.916.532.015	General	Maint & Repair	Christine Fixman		County Rd	\$ 630.00	\$ 56,178.24	\$ 3,792.35	
9/29/2016	630	630.916.532.015	General	Maint & Repair	Christine Fixman		Minden Proper	\$ 100.00	\$ 56,178.24	\$ 3,892.35	
9/29/2016	639	639.919.520.120	Wholesale	Lab Testing	WETLAB	72105	total coliform testing	\$ 60.00	\$ 4,032.50	\$ 3,952.35	
9/29/2016	639	639.919.520.120	Wholesale	Lab Testing	WETLAB	72106	total coliform testing	\$ 60.00	\$ 4,032.50	\$ 4,012.35	
9/29/2016	631	631.738.564.700	Ad Val Cap	Motor Vehicles	Cashman Equipment		Skid Steer	\$ 71,784.00	\$ (71,784.00)	\$ 75,796.35	
9/29/2016	630	630.915.520.088	General	Utilities	NV Energy	9/16	electric	\$ 4,964.32	\$ 31,898.86	\$ 80,760.67	
9/29/2016	639	639.919.520.088	Wholesale	Utilities	NV Energy		electric	\$ 24,073.23	\$ 267,346.89	\$ 104,833.90	
9/29/2016	635	635.912.520.088	Trash	Utilities	NV Energy		electric	\$ 165.87	\$ 4,205.87	\$ 104,999.77	
9/29/2016	630	630.916.520.088	General	Utilities	NV Energy		electric	\$ 1,176.48	\$ 11,801.17	\$ 106,176.25	
9/29/2016	640	640.913.520.088	Water	Utilities	NV Energy		electric	\$ 55.29	\$ 2,735.30	\$ 106,231.54	
9/29/2016	630	630.917.520.088	General	Utilities	NV Energy		electric	\$ 36.86	\$ 823.53	\$ 106,268.40	
9/29/2016	639	639.919.520.146	Wholesale	Utilities-Heybourne PT	NV Energy		electric	\$ 2,909.74	\$ 23,463.29	\$ 109,178.14	
10/6/2016	640	640.913.532.015	Water	Maint & Repair	USA Blue Book	074403	meter wrenches	\$ 291.61	\$ 1,177.94	\$ 109,469.75	
10/6/2016	639	639.919.520.118	Wholesale	Veh. Maint Outside	Flyers Energy	16-337771	vehicle maint	\$ 229.99	\$ 1,082.99	\$ 109,699.74	
10/6/2016	630	630.917.520.118	General	Veh Maint - Outside	Parts House	696365	shop	\$ 32.52	\$ 1,027.13	\$ 109,732.26	
10/6/2016	635	635.912.520.118	Trash	Veh. Maint Outside	Parts House	696729		\$ 41.96	\$ 3,270.15	\$ 109,774.22	
10/6/2016	635	635.912.520.118	Trash	Veh. Maint Outside	Parts House	698181	trash truck park	\$ 19.00	\$ 3,270.15	\$ 109,793.22	
10/6/2016	635	635.912.520.118	Trash	Veh. Maint Outside	Parts House	698183	trash truck adapter	\$ 2.05	\$ 3,270.15	\$ 109,795.27	
10/6/2016	635	635.912.520.118	Trash	Veh. Maint Outside	Parts House	699580		\$ 47.68	\$ 3,270.15	\$ 109,842.95	
10/6/2016	635	635.912.532.028	Trash	Uniforms	Alsco Reno	LREN1181176	coveralls	\$ 14.71	\$ 1,197.72	\$ 109,857.66	
10/6/2016	635	635.912.532.028	Trash	Uniforms	Alsco Reno	LREN1183309	coveralls	\$ 14.71	\$ 1,197.72	\$ 109,872.37	
10/6/2016	635	635.912.532.028	Trash	Uniforms	Alsco Reno	LREN1185414	coveralls	\$ 14.71	\$ 1,197.72	\$ 109,887.08	
10/6/2016	635	635.912.532.028	Trash	Uniforms	Alsco Reno	LREN1187522	coveralls	\$ 14.71	\$ 1,197.72	\$ 109,901.79	
10/6/2016	635	635.912.532.028	Trash	Uniforms	Alsco Reno	LREN1187522	coveralls	\$ 14.71	\$ 1,197.72	\$ 109,916.50	
10/6/2016	630	630.916.532.015	General	Maint & Repair	Alsco Reno	LREN1181177	Mops Mats	\$ 37.52	\$ 56,178.24	\$ 109,954.02	
10/6/2016	630	630.916.532.015	General	Maint & Repair	Alsco Reno	LREN1183310	Mops Mats	\$ 37.52	\$ 56,178.24	\$ 109,991.54	
10/6/2016	630	630.916.532.015	General	Maint & Repair	Alsco Reno	LREN1185415	Mops Mats	\$ 37.52	\$ 56,178.24	\$ 110,029.06	
10/6/2016	630	630.916.532.015	General	Maint & Repair	Alsco Reno	LREN1187523	Mops Mats	\$ 37.52	\$ 56,178.24	\$ 110,066.58	
10/6/2016	630	630.916.532.015	General	Maint & Repair	Alsco Reno	LREN1189578	Mops Mats	\$ 37.52	\$ 56,178.24	\$ 110,104.10	
10/6/2016	639	639.919.520.120	Wholesale	Lab Testing	UNR Board of Regents	59372	sample testing	\$ 477.75	\$ 4,032.50	\$ 110,581.85	
10/6/2016	639	639.919.520.120	Wholesale	Lab Testing	UNR Board of Regents	59408	sample testing	\$ 458.00	\$ 4,032.50	\$ 111,039.85	
10/6/2016	639	639.919.520.120	Wholesale	Lab Testing	UNR Board of Regents	59517	sample testing	\$ 621.00	\$ 4,032.50	\$ 111,660.85	
10/6/2016	630	630.917.520.118	General	Veh Maint - Outside	Douglas Radiator and Auto Ai	32361		\$ 1,057.77	\$ 1,027.13	\$ 112,718.62	
10/6/2016	630	630.917.532.015	General	Maint & Repair	Inland Supply	141958	Rags	\$ 108.93	\$ 3,108.00	\$ 112,827.55	
10/6/2016	630	630.916.532.015	General	Maint & Repair	Inland Supply	142330	CVIC and Park	\$ 295.24	\$ 56,178.24	\$ 113,122.79	
10/6/2016	630	630.916.532.015	General	Maint & Repair	Inland Supply	142885	Towels PW	\$ 78.86	\$ 56,178.24	\$ 113,201.65	
10/6/2016	630	630.917.532.015	General	Maint & Repair	Inland Supply		Towels CVIC	\$ 78.86	\$ 3,108.00	\$ 113,280.51	
10/6/2016	635	635.912.520.118	Trash	Veh. Maint Outside	GCR Tire	48914		\$ 3,511.64	\$ 3,270.15	\$ 116,792.15	
10/6/2016	640	640.913.520.118	Water	Veh. Maint Outside	Standard Diesel & Repair	12084	truck repairs	\$ 207.02	\$ 4,165.29	\$ 116,999.17	
10/6/2016	639	639.919.520.118	Wholesale	Veh. Maint Outside	Standard Diesel & Repair			\$ 207.02	\$ 1,062.99	\$ 117,206.19	
10/6/2016	630	630.915.532.015	General	Maint & Repair	Grainger Inc	9214930746	street lights	\$ 274.18	\$ 79,463.42	\$ 117,480.37	
10/6/2016	630	630.916.532.015	General	Maint & Repair	Ewing	2052362	parks supply	\$ 186.90	\$ 56,178.24	\$ 117,667.27	
10/6/2016	635	635.912.520.198	Trash	Recycling	Bently Ranch	149106	green waste	\$ 206.20	\$ 5,146.80	\$ 117,873.47	
10/6/2016	635	635.912.520.198	Trash	Recycling	Bently Ranch	149156	green waste	\$ 220.40	\$ 5,146.80	\$ 118,093.87	
10/6/2016	635	635.912.520.198	Trash	Recycling	Bently Ranch	149242	green waste	\$ 168.00	\$ 5,146.80	\$ 118,261.87	
10/6/2016	635	635.912.520.198	Trash	Recycling	Bently Ranch	149346	green waste	\$ 30.00	\$ 5,146.80	\$ 118,291.87	
10/6/2016	639	639.919.520.055	Wholesale	Telephone Expense	Frontier	783-7569 9-16	Phone for Heybourne Booster	\$ 93.62	\$ 1,683.67	\$ 118,385.49	
10/6/2016	630	630.916.521.100	General	Pro Services	Thyssen Krupp	3002665122	Contract Service	\$ 766.77	\$ 3,230.60	\$ 119,152.26	
10/6/2016	639	639.919.532.015	Wholesale	Maint & Repair	United States Plastic Corp	4919688	heybourne booster repair	\$ 263.60	\$ 25,903.72	\$ 119,415.86	
10/6/2016	639	639.919.532.015	Wholesale	Maint & Repair	NV Seal & Pump	NSP1913	Well 8 seal	\$ 1,328.07	\$ 25,903.72	\$ 120,743.93	
10/6/2016	639	639.919.532.015	Wholesale	Maint & Repair	NV Seal & Pump	NSP1994	Well 4 seal	\$ 2,062.00	\$ 25,903.72	\$ 122,805.93	
10/6/2016	639	639.919.532.015	Wholesale	Maint & Repair	NV Seal & Pump	NSP2029	Booster	\$ 1,412.56	\$ 25,903.72	\$ 124,218.49	
10/6/2016	630	630.916.532.015	General	Maint & Repair	Desert Star Landscaping	TOM-0961	Contract Work 9/16	\$ 3,480.00	\$ 56,178.24	\$ 127,698.49	
10/6/2016	639	639.919.520.194	Wholesale	Cell Phones	AT & T		cellular service	\$ 209.45	\$ 1,370.39	\$ 127,907.94	
10/6/2016	640	640.913.520.194	Water	Cell Phones	AT & T		cellular service	\$ 209.45	\$ 1,370.38	\$ 128,117.39	
10/6/2016	635	635.912.520.194	Trash	Cellular Phone	AT & T		cellular service	\$ 209.46	\$ 370.37	\$ 128,326.85	
10/6/2016	630	630.911.510.150	General	Board Compensation	Stangle, Roxanne	10-16	Board Compensation	\$ 500.00	\$ -	\$ 128,826.85	
10/6/2016	630	630.911.510.150	General	Board Compensation	Stephans		Board Compensation	\$ 550.00	\$ -	\$ 129,376.85	
10/6/2016	630	630.911.510.150	General	Board Compensation	Radtko		Board Compensation	\$ 500.00	\$ -	\$ 129,876.85	
10/6/2016	630	630.911.510.150	General	Board Compensation	Bernard		Board Compensation	\$ 500.00	\$ -	\$ 130,376.85	
10/6/2016	630	630.911.510.150	General	Board Compensation	Soulligny		Board Compensation	\$ 500.00	\$ -	\$ 130,876.85	
10/6/2016	640	640.000.115.000	Water		Concannon, Andy	Account 654.01	refund of water/trash overpayment	\$ 29.05	\$ 130,905.90	\$ 130,905.90	
10/6/2016	635	635.000.115.000	Trash		Concannon, Andy			\$ 22.05	\$ 130,927.95	\$ 130,927.95	
10/6/2016	630	630.911.550.001	General	Misc Expenses	Alpen Sierra Coffee Roasting	187688	coffee	\$ 45.50	\$ 3,726.62	\$ 130,973.45	
10/6/2016	630	630.916.520.088	General	Utilities	MGSD	16-100244	CVIC Sewer	\$ 317.38	\$ 11,801.17	\$ 131,290.83	
10/6/2016	630	630.916.520.088	General	Utilities	MGSD	16-101056	Minden Park	\$ 240.57	\$ 11,801.17	\$ 131,531.40	
10/6/2016	639	639.919.520.088	Wholesale	Utilities	MGSD	16-102962	Maint Yard Buckeye	\$ 286.99	\$ 267,346.89	\$ 131,818.39	
10/6/2016	635	635.912.533.806	Trash	Software	Caselle Inv	76107	contract support	\$ 167.50	\$ 1,628.50	\$ 131,985.89	
10/6/2016	640	640.913.533.806	Water	Software	Caselle Inv		contract support	\$ 167.50	\$ 1,830.50	\$ 132,153.39	
10/6/2016	640	640.913.532.007	Water	Western NV Supply	Western NV Supply	16757886	meters	\$ 79.29	\$ (5,125.50)	\$ 132,232.68	
10/6/2016	640	640.913.532.007	Water	Western NV Supply	Western NV Supply	16779132	meters supply	\$ 2,664.00	\$ (5,125.50)	\$ 134,896.68	
10/6/2016	640	640.913.532.007	Water	Western NV Supply	Western NV Supply	16779169	meters supply	\$ 2,382.21	\$ (5,125.50)	\$ 137,278.89	
10/6/2016	630	630.915.532.015	General	Maint & Repair	RCI	16-01310	Street Rehab 2016	\$ 300.00	\$ 79,463.42	\$ 137,578.89	
10/6/2016	640	640.913.562.000	Water	Capital Projects	RCI	16-1313	Well #1 16W02 former well 1	\$ 2,225.00	\$ 593,293.17	\$ 139,803.89	

10/6/2016	636	636.918.562.000	Cap Equip	Capital Projects	RCI	16-01309	County Rd 15D01	\$	3,118.75	\$	185,284.84	\$	142,922.64
10/6/2016	639	639.919.521.200	Wholesale	Engineering	RCI	16-01302	Wholesale	\$	1,852.50	\$	8,882.50	\$	144,775.14
10/6/2016	640	640.913.562.000	Water	Capital Projects	RCI	16-01312	Alley Watrlne 16W03	\$	1,396.43	\$	593,293.17	\$	146,171.57
10/6/2016	640	640.913.562.000	Water	Capital Projects	RCI	16-01311	Well #11 16W02	\$	4,004.15	\$	593,293.17	\$	150,175.72
10/6/2016	640	640.913.521.200	Water	Engineering	RCI	16-01301	Retail Water	\$	2,944.50	\$	(5,769.50)	\$	153,120.22
10/6/2016	640	640.913.521.200	Water	Engineering	RCI	16-01303	water system modeling	\$	2,200.00	\$	(5,769.50)	\$	155,320.22
10/6/2016	639	639.919.521.106	Wholesale	Water Rights Admin	RCI	16-01305	DC Water Rights	\$	1,400.25	\$	(3,069.00)	\$	156,720.47
10/6/2016	630	630.911.521.200	General	Engineering	RCI	16-01304	Park MP amendment	\$	512.00	\$	16,853.00	\$	157,232.47
10/6/2016	639	639.919.532.015	Wholesale	Maint & Repair	Ace Hardware	110992/1	WW Repair	\$	51.98	\$	25,903.72	\$	157,284.45
10/6/2016	639	639.919.532.015	Wholesale	Maint & Repair	Ace Hardware	111262/1	WW Repair	\$	9.08	\$	25,903.72	\$	157,293.53
10/6/2016	635	635.912.520.197	Trash	Landfill	Carson City Treasurer	485760916	landfill	\$	13,378.86	\$	117,756.33	\$	170,672.39
10/6/2016	635	635.912.520.118	Trash	Veh. Maint Outside	Silver State International	N33334		\$	8,455.62	\$	3,270.15	\$	179,128.01
10/13/2016	630	630.916.532.015	General	Maint & Repair	Central Systems	199767	CVIC Lights	\$	35.88	\$	56,178.24	\$	179,163.89
10/13/2016	639	639.919.532.015	Wholesale	Maint & Repair	Ahern Rentals	16562728-1	Tank Parts	\$	31.36	\$	25,903.72	\$	179,195.25
10/13/2016	639	639.919.532.015	Wholesale	Maint & Repair	Ahern Rentals	16562842-1	Tank Parts	\$	12.29	\$	25,903.72	\$	179,207.54
10/13/2016	640	640.913.532.015	Water	Maint & Repair	Ahern Rentals	16646703-1	Monte Vista Repairs	\$	63.09	\$	1,177.94	\$	179,270.63
10/13/2016	639	639.919.532.015	Wholesale	Maint & Repair	Procurement Frisby	9-16	Chlorine Tank	\$	605.56	\$	25,903.72	\$	179,876.19
10/13/2016	639	639.919.520.170	Wholesale	Memberships	Procurement Frisby		APWA Membership	\$	225.00	\$	302.22	\$	180,101.19
10/13/2016	639	639.919.532.001	Wholesale	Op. Supplies	Procurement Frisby		Meter Reading Adapter	\$	16.99	\$	2,384.92	\$	180,118.18
10/13/2016	639	639.919.532.001	Wholesale	Op. Supplies	Procurement Frisby		Ruber Boots Water Team	\$	54.97	\$	2,384.92	\$	180,173.15
10/13/2016	635	635.912.532.003	Trash	Gas & Oil	Flyers Energy	CFS1304594	Fuel	\$	661.29	\$	25,261.10	\$	180,834.44
10/13/2016	630	630.916.532.003	General	Gas & Oil	Flyers Energy		Fuel	\$	81.72	\$	5,312.77	\$	180,916.16
10/13/2016	630	630.915.532.003	General	Gas & Oil	Flyers Energy		Fuel	\$	56.64	\$	1,533.41	\$	180,972.80
10/13/2016	639	639.919.532.003	Wholesale	Gas & Oil	Flyers Energy		Fuel	\$	150.43	\$	4,269.39	\$	181,123.23
10/13/2016	640	640.913.532.003	Water	Gas & Oil	Flyers Energy		Fuel	\$	150.43	\$	2,269.36	\$	181,273.66
10/13/2016	630	630.917.532.003	General	Gas & Oil	Flyers Energy		Fuel	\$	119.28	\$	1,219.88	\$	181,392.94
10/13/2016	630	630.911.520.055	General	Telephone Expense	Frontier	782-2495, 782-5976		\$	356.06	\$	3,044.71	\$	181,749.00
10/13/2016	635	635.912.520.055	Trash	Telephone Expense	Frontier	782-2957, 782-5097		\$	132.81	\$	964.55	\$	181,881.81
10/13/2016	639	639.919.520.055	Wholesale	Telephone Expense	Frontier			\$	132.81	\$	1,683.67	\$	182,014.62
10/13/2016	640	640.913.520.055	Water	Telephone Expense	Frontier			\$	132.81	\$	2,464.53	\$	182,147.43
10/13/2016	630	630.911.533.800	General	Office Supplies	Procurement Hamer	9-16	Office Supply	\$	229.16	\$	1,431.89	\$	182,376.59
10/13/2016	639	639.919.533.800	Wholesale	Office Supplies	Procurement Hamer		Wholesale	\$	29.73	\$	(338.61)	\$	182,406.32
10/13/2016	630	630.911.550.034	General	Special Events	Procurement Hamer		Christmas Celebration	\$	218.46	\$	9,048.46	\$	182,624.78
10/13/2016	630	630.911.532.040	General	Employee Awards	Procurement Koepnick	9/16	Employee Function	\$	95.32	\$	404.68	\$	182,720.10
10/13/2016	639	639.919.520.170	Wholesale	Memberships	Procurement Koepnick		APWA Membership	\$	194.00	\$	302.22	\$	182,914.10
10/13/2016	639	639.919.531.006	Wholesale	Chemicals	Sierra Chemical	SLS10038672	Heybourne Booster Chlorine	\$	801.11	\$	13,665.05	\$	183,715.21
10/13/2016	639	639.919.531.006	Wholesale	Chemicals	Sierra Chemical	SLS10039028	Tank Chlorine	\$	2,668.90	\$	13,665.05	\$	186,384.11
10/13/2016	630	630.911.521.100	General	Professional Services	Allison MacKenzie	168983	General Town Matters	\$	3,972.06	\$	60,480.35	\$	190,356.17
10/13/2016	639	639.919.521.100	Wholesale	Pro. Services	Allison MacKenzie	168984	Wholesale	\$	6,142.28	\$	55,345.22	\$	196,498.45
10/13/2016	635	635.912.520.197	Trash	Landfill	DDI	1110489	transfer fee	\$	766.92	\$	117,756.33	\$	197,265.37
10/13/2016	635	635.912.520.197	Trash	Landfill	DDI	1112584	transfer fee	\$	365.65	\$	117,756.33	\$	197,631.02
10/13/2016	639	639.919.520.120	Wholesale	Lab Testing	WET LAB	72300	total coliform testing	\$	45.00	\$	4,032.50	\$	197,676.02
10/13/2016	639	639.919.520.120	Wholesale	Lab Testing	WET LAB	72301	total coliform testing	\$	45.00	\$	4,032.50	\$	197,721.02
10/13/2016	630	630.000.362.000	General		Trinity Lutheran Church	1965 Refund	Unused Hours	\$	55.00	\$		\$	197,776.02
10/13/2016	630	630.000.220.000	General	Refundable Dep. (CVIC)	Trinity Lutheran Church	1966 refund	deposit refund	\$	400.00	\$	(8,500.00)	\$	198,176.02
10/13/2016	640	640.913.520.120	Water	Lab Testing	UNR Board of Regents	59637	sample testing	\$	457.00	\$	1,543.00	\$	198,633.02
10/13/2016	630	630.915.532.015	General	Maint & Repair	Qualcon Contractors	Final Payment	Street Rehab 2016	\$	23,992.48	\$	79,463.42	\$	222,625.50
10/13/2016	630	630.000.220.000	General	Refundable Dep. (CVIC)	Howard Catherine	1823 credit	deposit refund	\$	300.00	\$	(8,500.00)	\$	222,925.50
10/20/2016	636	636.918.562.000	Cap Equip	Capital Projects	Sierra View Equipment	voice 6410 Payment 3	County Road 15D01	\$	75,529.55	\$	185,284.84	\$	298,455.05
10/20/2016	639	639.919.520.088	Wholesale	Utilities	Southwest Gas		Bog Pump	\$	37.99	\$	267,346.89	\$	298,493.04
10/20/2016	630	630.916.520.088	General	Utilities	Southwest Gas		CVIC Hall	\$	81.57	\$	11,801.17	\$	298,574.61
10/20/2016	639	639.919.520.088	Wholesale	Utilities	Southwest Gas		1330 Buckeye Booster	\$	30.14	\$	267,346.89	\$	298,604.75
10/20/2016	630	630.915.520.088	General	Utilities	Southwest Gas		Buckeye Storage	\$	16.38	\$	31,898.86	\$	298,621.13
10/20/2016	630	630.916.520.088	General	Utilities	Southwest Gas			\$	16.38	\$	11,801.17	\$	298,637.51
10/20/2016	639	639.919.520.088	Wholesale	Utilities	Southwest Gas		1330 Buckeye Facility	\$	10.69	\$	267,346.89	\$	298,648.20
10/20/2016	640	640.913.520.088	Water	Utilities	Southwest Gas			\$	10.69	\$	2,735.30	\$	298,658.89
10/20/2016	635	635.912.520.088	Trash	Utilities	Southwest Gas			\$	32.08	\$	4,205.87	\$	298,690.97
10/20/2016	630	630.915.520.088	General	Utilities	Southwest Gas			\$	3.56	\$	31,898.86	\$	298,694.53
10/20/2016	630	630.916.520.088	General	Utilities	Southwest Gas			\$	7.13	\$	11,801.17	\$	298,701.66
10/20/2016	630	630.917.520.088	General	Utilities	Southwest Gas			\$	7.13	\$	823.53	\$	298,708.79
10/20/2016	630	630.000.362.100	General		Cavaness, Clairssa	2019 refund	Overpayment	\$	42.25	\$		\$	298,751.04
10/20/2016	630	630.000.220.000	General	Refundable Dep. (CVIC)	Cavaness, Clairssa	2018	deposit refund	\$	800.00	\$	(8,500.00)	\$	299,551.04
10/20/2016	630	630.915.532.015	General	Maint & Repair	Qualcon Contractors	PO2017-1INT	interest	\$	1.10	\$	79,463.42	\$	299,552.14
10/20/2016	630	630.916.532.001	General	Op. Supplies	Display Sales Company	8143	led lightbulbs	\$	2,373.00	\$	1,685.66	\$	301,925.14
10/20/2016	630	630.911.520.055	General	Telephone Expense	Frontier Communications		long distance	\$	10.00	\$	3,044.71	\$	301,935.14
10/20/2016	630	630.911.520.136	General	Rents & Leases Equip	Ricoh	51927126	contract 25285772	\$	309.03	\$	4,627.98	\$	302,244.17
10/20/2016	630	630.911.520.136	General	Rents & Leases Equip	Ricoh	51927117	copier esmeralda	\$	65.52	\$	4,627.98	\$	302,309.69
10/20/2016	630	630.911.520.136	General	Rents & Leases Equip	Ricoh	5044958870	usage black and white	\$	96.85	\$	4,627.98	\$	302,406.54
10/20/2016	630	630.916.520.136	General	Rents & Lease Equip	Allied Sanitation Services	RINV001609	porta potties jakes and westwood aug	\$	140.00	\$	1,440.00	\$	302,546.54
10/20/2016	630	630.916.532.015	General	Maint & Repair	Minden Electric	1981	Clock Park	\$	162.50	\$	56,178.24	\$	302,709.04
10/20/2016	639	639.919.531.006	Wholesale	Chemicals	Sierra Chemical	SLS10040313	Heybourne Booster Chlorine	\$	801.11	\$	13,665.05	\$	303,510.15
10/20/2016	639	639.919.520.120	Wholesale	Lab Testing	WETLAB	72710	total coliform testing	\$	60.00	\$	4,032.50	\$	303,570.15
10/20/2016	639	639.919.520.120	Wholesale	Lab Testing	WETLAB	72711	total coliform testing	\$	60.00	\$	4,032.50	\$	303,630.15
10/20/2016	639	639.919.532.015	Wholesale	Maint & Repair	NV Seal & Pump	NSP2057	wells	\$	656.41	\$	25,903.72	\$	304,286.56
10/20/2016	640	640.913.520.060	Water	Postage / PO Box Rent	Pitney Bowes		Postage	\$	410.49	\$	1,151.35	\$	304,697.05
10/20/2016	635	635.912.520.060	Trash	Postage / PO Box Rent	Pitney Bowes		postage	\$	410.49	\$	651.34	\$	305,107.54
10/20/2016	630	630.911.521.100	General	Professional Services	Tyco Integrated	27384720	monthly service 11/16	\$	188.40	\$	60,480.35	\$	305,295.94
10/27/2016	630	630.917.532.001	General	Op. Supplies	Carson Valley Signs	1957	Decals	\$	666.00	\$	1,061.73	\$	305,961.94
10/27/2016	635	635.912.532.003	Trash	Gas & Oil	Flyers Energy	CFS1311615	Fuel	\$	783.14	\$	25,261.10	\$	306,745.08
10/27/2016	630	630.916.532.003	General	Gas & Oil	Flyers Energy		Fuel	\$	82.44	\$	5,312.77	\$	306,827.52
10/27/2016	630	630.915.532.003	General	Gas & Oil	Flyers Energy		Fuel	\$	132.55	\$	1,533.41	\$	306,960.07
10/27/2016	639	639.919.532.003	Wholesale	Gas & Oil	Flyers Energy		Fuel	\$	72.09	\$	4,269.39	\$	307,032.16
10/27/2016	640	640.913.532.003	Water	Gas & Oil	Flyers Energy		Fuel	\$	72.09	\$	2,269.36	\$	307,104.25
10/27/2016	630	630.917.532.003	General	Gas & Oil	Flyers Energy		Fuel	\$	42.88	\$	1,219.88	\$	307,147.13
10/27/2016	630	630.916.520.187	General	Internet Expense	Charter Communications		internet service	\$	84.98	\$	(339.92)	\$	307,232.11
10/27/2016	630	630.917.532.015	General	Maint & Repair	Clark Pest Control	19077575	Buckeye	\$	115.00	\$	3,108.00	\$	307,347.11
10/27/2016	630	630.916.532.015	General	Maint & Repair	Christine Fixman	10/16	Jakes Maint	\$	760.00	\$	56,178.24	\$	308,107.11
10/27/2016	630	630.916.532.015	General	Maint & Repair									

10/27/2016	640	640.913.533.806	Water	Software	SHI International			\$ 167.00	\$ 1,830.50	\$ 309,251.11
10/27/2016	635	635.912.533.806	Trash	Software	SHI International			\$ 334.00	\$ 1,628.50	\$ 309,585.11
10/27/2016	630	630.911.533.806	General	Software	SHI International			\$ 334.00	\$ 701.00	\$ 309,919.11
10/27/2016	630	630.915.520.088	General	Utilities	NV Energy		Electric	\$ 4,975.90	\$ 31,898.86	\$ 314,895.01
10/27/2016	639	639.919.520.088	Wholesale	Utilities	NV Energy		Electric	\$ 21,804.81	\$ 267,346.89	\$ 336,699.82
10/27/2016	635	635.912.520.088	Trash	Utilities	NV Energy		Electric	\$ 148.47	\$ 4,205.87	\$ 336,848.29
10/27/2016	630	630.916.520.088	General	Utilities	NV Energy		Electric	\$ 1,088.43	\$ 11,801.17	\$ 337,936.72
10/27/2016	640	640.913.520.088	Water	Utilities	NV Energy		Electric	\$ 49.49	\$ 2,735.30	\$ 337,986.21
10/27/2016	630	630.917.520.088	General	Utilities	NV Energy		Electric	\$ 32.99	\$ 823.53	\$ 338,019.20
10/27/2016	639	639.919.520.146	Wholesale	Utilities-Heybourne PT	NV Energy		Electric	\$ 2,046.40	\$ 23,463.29	\$ 340,065.60
10/27/2016	630	630.916.532.015	General	Maint & Repair	Minden Electric	2001	Clock Park	\$ 175.00	\$ 56,178.24	\$ 340,240.60
Paid Claims October 2016									\$	340,240.60

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**November 9, 2016, Minden Town Board Meeting
Consent Agenda, Item Number 2**

DATE: November 1, 2016

PREPARED BY: Jenifer Davidson, Town Manager

SUBJECT: Approval of a request by Douglas County Parks and Recreation to waive park rental fees, provide staff to monitor the park, assist with cleanup of the events and provide trash dumpsters at no charge for each concert in the park and to contribute Town Funds not to exceed \$5,000 in fiscal year 2017-2018 to sponsor the 2017 Summer Concert Series, and two concerts in the 2018 Summer Concert Series. Approval of the request will include: closure of Fifth Street between Esmeralda and Mono Avenue from 7:00am to 9:00pm and Esmeralda Avenue from 5th Street to 6th Street from 5:00pm to 9:00pm May 26th, June 16^h, July 14th, August 4th and August 25th for the 2017 Summer Concert Series.

PREVIOUS ACTION:

- The Town has waived the fees for this event for over 15 years and has approved sponsorship of the event since the 2011 concert series.

BACKGROUND: The Douglas County Parks & Recreation GE Family Concert series has called Minden Park home since its inception. Minden Park is reserved for the following dates in 2016: May 26th, June 16^h, July 14th, August 4th and August 25th.

In addition to the requested funding, sponsorship by the Town of Minden would include waiving street closure and rental fees for Minden Park, providing staff to monitor the Park during each concert, and providing trash dumpsters at no charge for each concert.

Rental rates for Minden Park are \$25/hour. Each concert averages 7 hours, yielding a total value of approximately \$875 for Park rental. Street closure fees are \$500.00 per day. The Town provides two staff members to support the series, averaging 4 hours per concert, yielding a direct cost to the Town of approximately \$130 per concert. The Town also provides trash dumpsters, additional trash cans, and bags for the trash cans. The total cost of trash service is approximately \$92 per concert, for a total of \$460. Also it should be noted eight regular duty hours are dedicated to assisting with the facilitation and set up of each concert.

FISCAL IMPACT: The Town will waive fees valued at approximately \$3,375.00. The direct costs to the Town including labor, trash service and the requested funding for fiscal year 2017-2018 would total \$5,990.00. The total direct and indirect cost to the town would be \$9,365.00 if the full amount of the request is approved.

ACTION TAKEN: Approved Continued Denied
Approved with conditions: _____

Please return to: Town of Minden 1604 Esmeralda Ave. Suite 101 Minden, NV 89423
Phone: 775-782-5976 Fax: 775-782-5287

TOWN OF MINDEN MINDEN PARK APPLICATION AND USE PERMIT

This application and deposit must be on file in Town of Minden in order to guarantee facility rental.

Douglas Cty Recreation Dept. / Amanda Reid ^{Fridays}
Name of Organization / Contact Person 5/26, 6/16, 7/14, 8/4 and 8/25/17
Date(s) of Rental
GE Family Concert Series
Type of Activity to be conducted
775-790-2261 775-782-5500 ext 5269 areid@douglas.nv.us
Home phone Work phone Email Address
cell
Po Box 218 Minden, NV 89423
Mailing Address City and State Zip Code
1329 Waterloo Ln. Gardnerville, NV 89410
Physical Address City and State Zip Code
7:00 am 10:00 pm event 6-8pm
Requested opening time Requested closing time set up 7am-5pm
Sound check 12-6pm
Total hours Anticipated number of People

Is this event open to the public? Yes ☒ No ☐ If so, what is the starting time of the event? 6-8pm

Will the activity involve alcohol consumption? Yes ☐ No ☐ If yes, will alcohol be sold? Yes ☐ No ☒

If alcohol is to be sold, a permit must be obtained from the Sheriff's Office.

Also please check with Nevada State Health Department for temporary food permit.

PARK AMENITIES Check all the that will be needed for your event:

Electricity on at the Gazebo: ☒ Electricity on at 5th Street: ☒ Tables: ☒ Chairs: ☒ Extra Dumpsters: ☒
Microphones: ☐ If so, how many? _____ CD Player: ☐ ^{possibly}

Nature and duration of any amplified sound: MUSIC and announcements/crowd noise

What (if any) vehicles will be brought into the park? Band and sound may drive up to gazebo to load

Other Special Needs: bathrooms, park staff, closure of 5th street 7am-8pm and
closure of Esmeralda 5pm-8pm

APPLICANT CERTIFIES RECEIVING THE CVIC HALL POLICIES AND PROCEDURES AND AGREES TO ABIDE BY ALL PROVISIONS THEREOF. APPLICANT/RESPONSIBLE PARTY MUST HAVE A COPY OF THIS APPLICATION DURING THE CVIC RENTAL.

Policy Received: ☐  8/17/16
Signature of applicant Date

TO BE FILLED OUT BY OFFICE PERSONNEL ONLY:

EXPECTED FEES _____ DUE _____ ACTUAL FEES _____
Amount of Insurance Required: _____ Proof Rec'd: ☐ Security Required: ☐ Proof Rec'd: ☐ (attached)
Dep. Rec'd: ☐ Check No. _____ Date: _____ QB Credit No. _____ QB Sales No. _____ QB Inv No. _____
Payment Rec'd: Check No. _____ Date: _____ Deposit Returned: ☐ Date: _____ QB Credit Refunded ☐

**November 9, 2016, Minden Town Board Meeting
Administrative Agenda, Item Number 1**

DATE: November 1, 2016

PREPARED BY: Jenifer Davidson, Town Manager
JD Frisby, Superintendent of Public Works

SUBJECT: For possible action: Discussion and possible action to recommend to Douglas County approval, approval with conditions, continuance or denial of DA 16-066, a request for a major variance from rear and side setbacks to demolish and rebuild an existing 22' x 22' garage, largely in place, at or near the lot lines. Garage is presently located on the Southwest corner of the property that is encroaching on a neighboring property. The subject property is located at 1628 Mono Avenue, zoned SFR 8,000, and in the Minden/Gardnerville Community Plan. APN 1320-32-111-036. Appearance by a representative on behalf of the applicants, Scott and Lisa Swift.
Public comment.

PREVIOUS ACTION:

- None for this item.

BACKGROUND: The applicant wishes to demolish an existing garage encroaching on the adjacent property, and the existing minimum setbacks and requests a major variance to Section 20.606.50 of the Douglas County Code to construct a new garage that no longer intrudes on the neighbor property but still encroaches on the minimum setbacks. A copy of the application is included for reference, including a site plan and design for the new garage.

Staff Analysis

Title 20.606.050 (B) Findings for Variances, of Douglas County Consolidated Development Code states that a major variance may not be granted unless the Planning Commission finds that:

1. By reason of exceptional narrowness, shallowness, or shape of the property in question, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the property in question, the strict application of the provisions of that title would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the applicant.

Town staff finds that an extraordinary and exceptional situation exists for the property in question such that the strict application of the provisions of the code would result in undue hardship upon the applicant. Specifically, Town Staff note the historic garage currently encroaches not only on the adjacent property, but also within the existing setback requirements. Because of the narrowness of the lot and the existing layout of the site the applicant is left with few options with regard to selecting a location to construct a new garage of similar size while maintaining functionality. The proposed location of the new garage would encroach no further into the rear or side setbacks than historically permitted.

2. The circumstances or conditions do not apply generally to other properties in the same land use district; and

Town Staff finds that the property which is the subject of this application is of similar width and depth as other properties in the same land use district. In addition Town Staff identified other properties within the same district that have similar circumstances and conditions

**November 9, 2016, Minden Town Board Meeting
Administrative Agenda, Item Number 1**

which result in historic structures also encroaching on existing minimum setback requirements.

3. The granting of the variance will not result in material damage or prejudice to other properties in the vicinity, substantial impairment of natural resources or be detrimental to the public health, safety and general welfare. (Ord. 1319, 2010; Ord. 763, 1996; Ord. 533, 1991; Ord. 199, 1973)

Town Staff finds the granting of a variance will not result in material damage or prejudice to other properties in the vicinity, substantial impairment of natural resources or be detrimental to the public health, safety and general welfare. On the contrary, if approved, the proposal would benefit the adjacent property because the new garage would no longer encroach on the neighbor's property and would not encroach any further into the minimum rear setback than the historic garage.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends the Board recommend to Douglas County approval of a request for a major variance from rear and side setbacks to demolish and rebuild an existing 22' x 22' garage, largely in place, at or near the lot lines located at 1628 Mono Avenue, zoned SFR 8,000, and in the Minden/Gardnerville Community Plan. APN 1320-32-111-036.

ACTION TAKEN: Approved Continued Denied
Approved with conditions: _____



DOUGLAS COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
1594 ESMERALDA AVENUE
MINDEN, NEVADA 89423

WCAC: _____
AHP: _____
PC: _____
BOCC: _____
Other: _____

ROUTING SHEET

To: Engineering: ☒ Building: ☒ Town of Minden
GID: _____ Other: _____

From: Douglas County Community Development Department

Date: 9/27/16 Application Number: DA 16-0666

The Douglas County Community Development Department has received an application for:

- ☒ DEVELOPMENT APPLICATION: MVAR
☐ LAND DIVISION APPLICATION: _____

Planner: Steve

Applicant: Scott & Lisa Swift

Project Address: 1628 Mono Ave

APN 1320-32-111-036

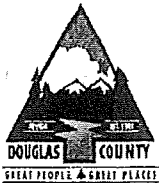
The Applicant is requesting: Relocation of encroaching
28 x 22 ft garage on neighboring property.

Zoning District: SFR 8,000 Community Plan: M/A

Your comments and /or recommended conditions of approval must be submitted no later than 10/4/16.

Please reply to Coleen Thran-Zepeda, Development Coordinator, by phone (775) 782-9012, email ctzepeda@douglasnv.us, or in room 221 at the Minden Inn.

Comments (attach additional sheets as necessary): _____



DOUGLAS COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
1594 ESMERALDA AVENUE
POST OFFICE BOX 218
MINDEN, NEVADA 89423
TEL (775) 782-6217
FAX (775) 782-9007
www.douglascountynv.gov

DEVELOPMENT APPLICATION

INSTRUCTIONS TO APPLICANT

The following application form is provided for persons who propose to submit a **Development Application** with Douglas County. As an applicant, you must complete this form and incorporate all requested information, as prescribed by the application submittal requirements, before the application is accepted for processing by the Community Development Department.

FOR STAFF USE ONLY

DA 16-066

1628 MONO AVE, 2016 02:40PM

File Number: 1628 MONO AVE
Address: 2390 101 ECLIPSE
City: 101 ECLIPSE
Received By: 1628 MONO AVE
Date: 9/26/16

Town: 1628 MONO AVE
Check: 1628 MONO AVE

Master Plan Land Use: 1628 MONO AVE

Regional/Community Plan: 1628 MONO AVE

Current Zoning: 1628 MONO AVE

Overlay Zoning: 1628 MONO AVE

Floodplain Zone: 1628 MONO AVE

FIRM # & Date: 1628 MONO AVE

Wellhead Protection Area (s): 1628 MONO AVE

Case Planner: 1628 MONO AVE

A. Application for (check all applicable):

- ☐ Abandonment
- ☐ Annexation
- ☐ Design Review, Major
- ☐ Design Review, Minor
- ☐ Design Review, Accessory Dwelling Unit
- ☐ Agreement (Development/Reim./Affordable Housing)
- ☐ Master Plan Map Amendment
- ☐ Master Plan Text Amendment
- ☐ Special Use Permit

- ☒ Variance, Major \$1595-
- ☐ Variance, Minor
- ☐ Zoning Map Amendment
- ☐ Zoning Text Amendment

Modifications to Existing Development Approvals:

- ☐ Modification, Major
- ☐ Modification, Minor

B. Project Location

Street Address (if available): 1628 Mono Ave

Assessor's Parcel Number(s): 1320-32-111-036

Approximately 62.5 Feet North or South of 7th

Approximately 125 Feet East or West of 6th

C. Project Description

The applicant is requesting: Relocation of encroaching 22x22 ft. garage on neighboring property.

List any previous applications that have been filed for this site: permits for gas and electric - w/ furnace -

APPLICANT:

Contact Name: Scott & Lisa Swift Company: NA
 Address: 2380 Toltec Ct. City/State/Zip: So. Lake Tahoe, CA 96150
 Telephone No: (9530) 577-2117 Fax No: () _____
 E-mail Address: lswifttahoe@yahoo.com

OWNER:

Contact Name: Scott & Lisa Swift Company: NA
 Address: 2380 Toltec Ct. City/State/Zip: SLT. CA 96150
 Telephone No: (530) 577-2117 Fax No: () _____
 E-mail Address: lswifttahoe@yahoo.com

ENGINEER/REPRESENTATIVE:

Contact Name: NA Company: _____
 Address: _____ City/State/Zip: _____
 Telephone No: () _____ Fax No: () _____
 E-mail Address: _____

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s) of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Nevada that the information contained in this application is true and correct.

OWNER(s) of RECORD: (Include extra sheets if necessary)

_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date

Note: For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code 20.04.010).

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I also certify that all plans and submittal requirements are in accordance with the Nevada Revised Statutes and Douglas County Code, have been drawn to a standard engineering scale (e.g., 1"=10', 1"=20', 1"=30') that is appropriate to the project size, and clearly define and identify all of the required information.

APPLICANT/APPLICANT'S REPRESENTATIVE:

<u>Lisa Swift</u> Printed Name	<u>[Signature]</u> Signature	<u>9/7/2016</u> Date
-----------------------------------	---------------------------------	-------------------------

STATEMENT OF JUSTIFICATION

SWIFT GARAGE REBUILD

1628 MONO AVENUE

DOUGLAS COUNTY, NEVADA

APN: 1320-32-111-036

RECEIVED

SEP 26 2016

DOUGLAS COUNTY
COMMUNITY DEVELOPMENT

Scott and Lisa Swift wish to demolish and rebuild an Existing 22' x 22' Garage presently located on the Southwest corner of the property that is encroaching on a neighboring property, and along the Alley as shown in a Site Survey performed by RO Anderson (see attached).

The New Garage location will now be on the Swift parcel, but still requires an encroachment into the minimum setbacks at side and rear in order to keep its function, location and ease of access intact.

We are requesting Administrative Relief and a Variance under Section 20.606.50 of the Douglas County Code to remedy this issue and achieve an enhancement to this and surrounding properties.

Sincerely,

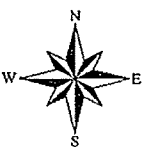
Scott and Lisa Swift

Douglas County Vicinity Map


APN: 1320-32-111-036



1 inch = 600 feet



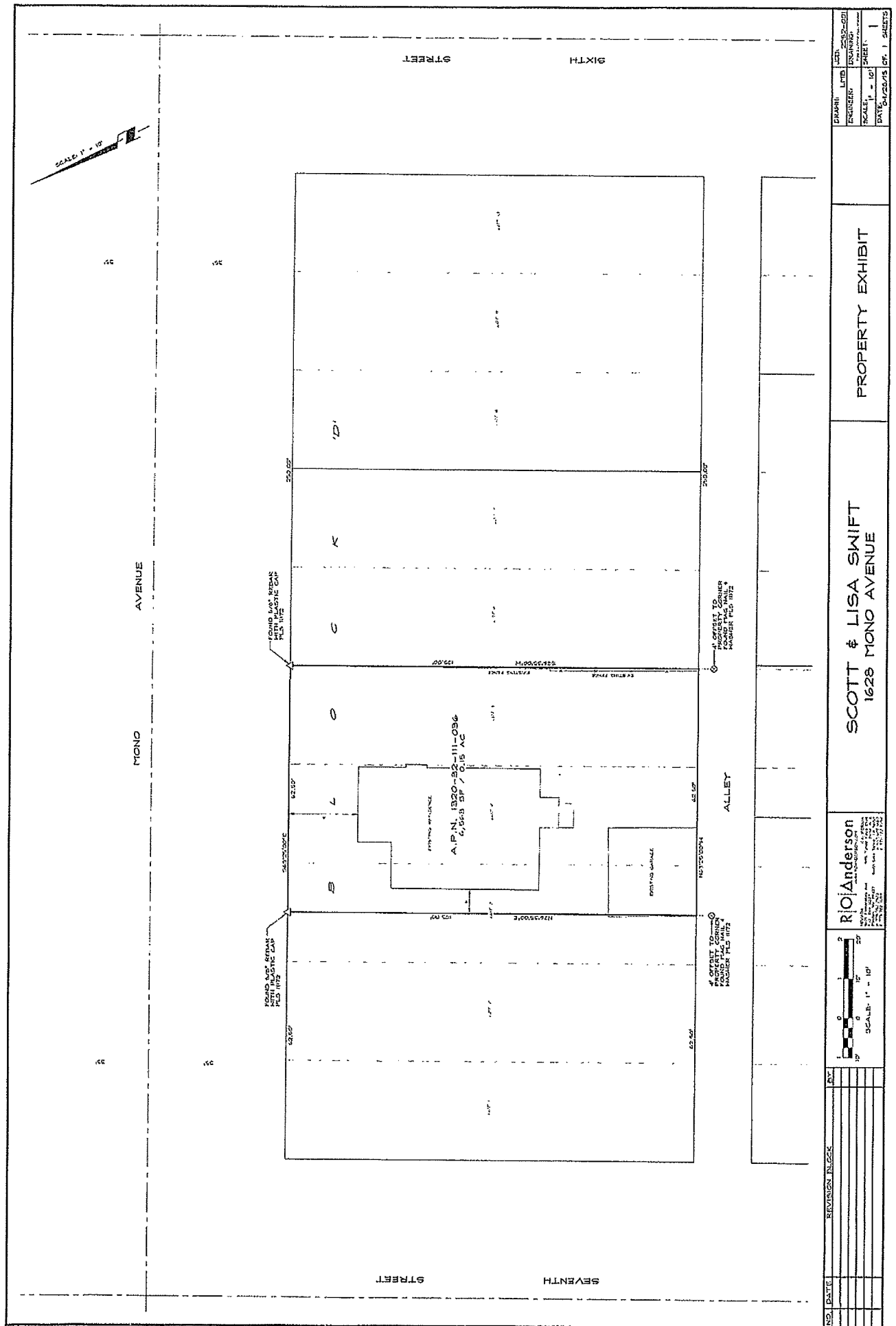
Legend

 Subject Parcel

Print Date: 9/13/2016

The data contained herein has been compiled on a geographic information system for the use of Douglas County. The data does not represent survey delineation and should not be construed as a replacement for the authoritative source, plat maps, deeds, resurveys, etc. No liability is assumed by Douglas County as to the sufficiency or accuracy of the data.





DATE	12/20/15	OF	1	SHEETS
SCALE	1" = 10'			
ENGINEER	ENR/ENR			
DRWING	ENR/ENR			

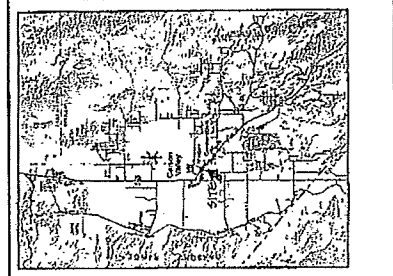
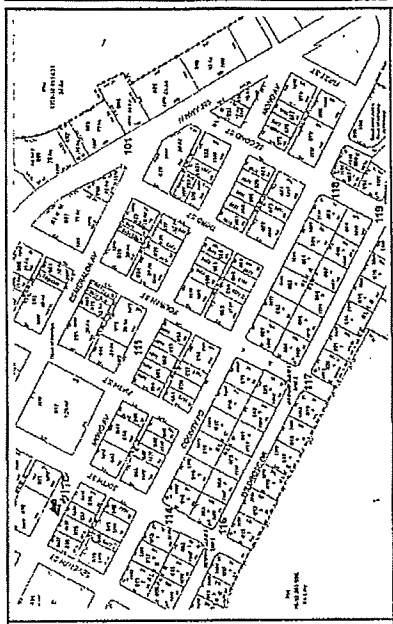
PROPERTY EXHIBIT

SCOTT & LISA SWIFT
1628 MONO AVENUE

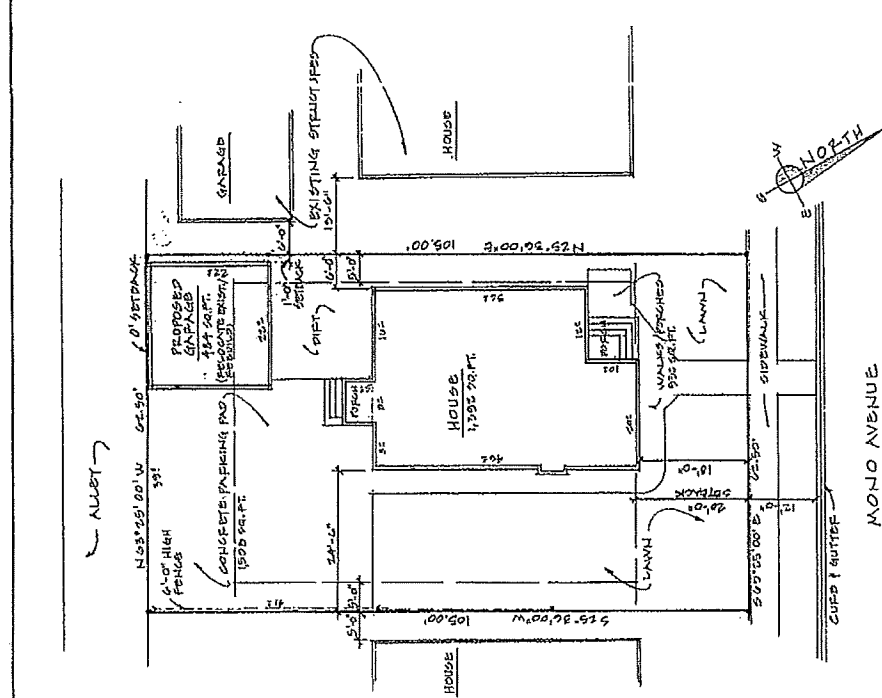
R/O Anderson
1320-52-111-036
6,568.5 SF / 0.15 AC

DATE	12/20/15	OF	1	SHEETS
SCALE	1" = 10'			
ENGINEER	ENR/ENR			
DRWING	ENR/ENR			

NO.	DATE	REVISION	BY
1			
2			
3			
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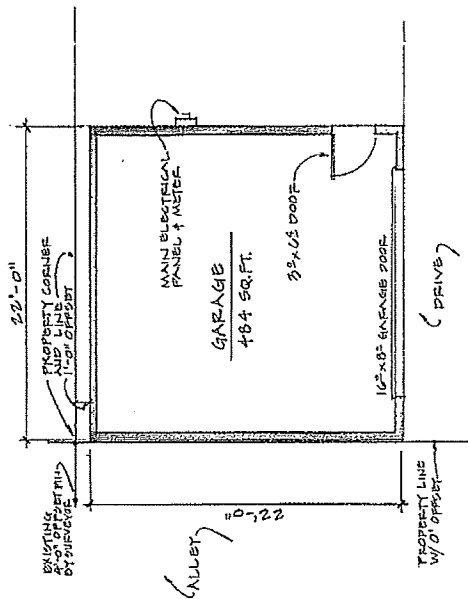
VICINITY MAPS



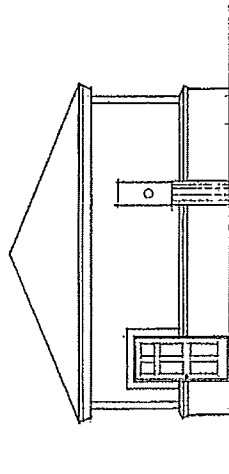
SITE PLAN	
SCALE: 1"=10'-0"	
LEGAL DESCRIPTION	LAND COVERAGE
1628 MONO AVENUE DOUGLAS COUNTY, NEVADA APN: 1920-32-11-030 (PORTIONS OF LOTS 3, 4, 5 BLOCK D 1 1/2 NW 1/4, SEC. 36, T15N R10E)	HOUSE 1,392 SQ. FT. GARAGE 484 DRIVE/PAD 1,508 WALKS/SIDWALKS 532 TOTAL 3,916 SQ. FT.
OWNER	LOT 512B: 6,563 SQ. FT./0.1546 2380 TOLTECA COURT SOUTH LAKE TAHOE, CA 96150 930-577-2117
NOTE	INFORMATION FOR THIS PLAN WAS DERIVED FROM A U.S. SURVEY AND ADDITIONAL ON-SITE OBSERVATIONS. VERIFY ALL CONDITIONS AS REQUIRED.

EXTERIOR FINISHES

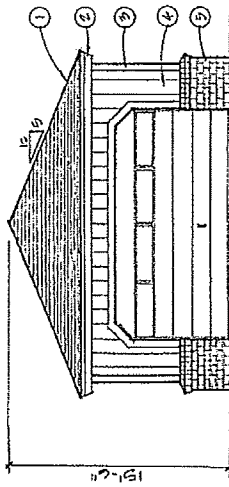
- TYPICAL ALL ELEVATIONS AND TO MATCH EXISTING RESIDENCE
- ① CLASS A COMPOSITION SHINGLE (30YR) COLOR-CHARCOAL
 - ② 2X WOOD FASCIA AND TRIM COLOR-WHITE
 - ③ 1X6 WOOD TRIM ALL CORNERS AND OPENINGS COLOR-WHITE
 - ④ BOARD & BATTEN (OR COVER LAPED) SIDING COLOR-WHITE
 - ⑤ BRICK WAINSCOT/VENEER COLOR-RED



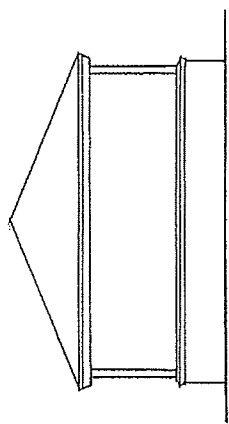
FLOOR PLAN
SCALE: 1/4"=1'-0"



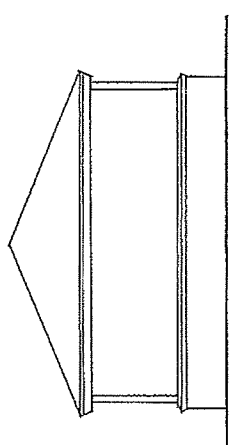
NORTH ELEVATION



EAST ELEVATION
SCALE: 1/4"=1'-0" TYPICAL



SOUTH ELEVATION



WEST ELEVATION

November 9, 2016, Minden Town Board Meeting Administrative Agenda, Item Number 2

DATE: November 3, 2016

PREPARED BY: Jenifer Davidson, Town Manager

SUBJECT: Not for possible action: Presentation by Main Street Minden to the Minden Town Board on the financial status, overall progress to date, and future plans of the Main Street Minden Program. Appearance by Connie Billington, Executive Director, Main Street Minden. **Public comment.**

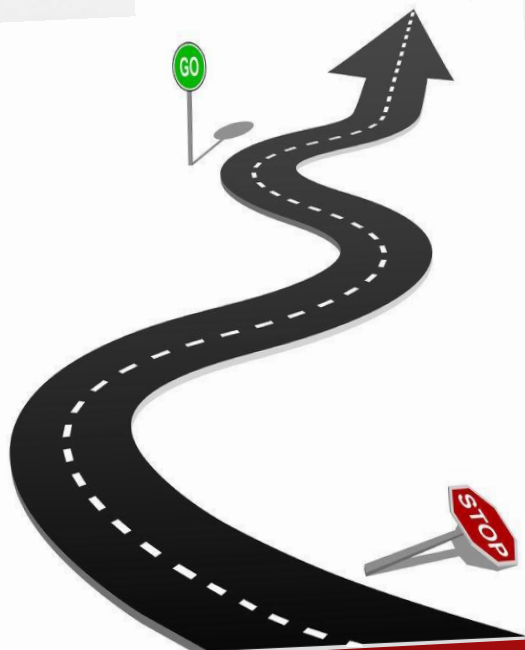
PREVIOUS ACTION:

- April 1, 2015, Board Meeting: Board approved the request by the Minden Main Street Steering Committee for the Town to contribute an amount not to exceed \$90,000 in Fiscal Year 2016 to create a Minden Main Street Program.
- October 1, 2015, Board Meeting: Board approved a request to release the funds previously committed by the Town of Minden to create a Main Street Minden Program to the Main Street Minden organization, minus the funds already contributed by the Town to the Program, in a manner determined to be acceptable by the Minden Town Board.
- April 6, 2016, Board Meeting: Board voted to continue the discussion on this request and directed Staff to work with Main Street to come up with a proposal for a quid-pro-quo exchange of volunteer services for fees waived by the Town.
- June 1, 2016, Board Meeting: Board approved a request by the Main Street Minden Board to contribute \$7,906 in in-kind donations to the Main Street Minden Program in exchange for volunteer assistance for Town events.
- July 6, 2016, Board Meeting: Main Street Minden gave a presentation to the Board regarding the financial status, overall progress to date, and future plans of the Main Street Minden Program. In addition Main Street requested an item be placed on a future agenda for discussion seeking to clarify the level and frequency of reporting by Main Street Minden on the financial status, overall progress to date, and future plans of the Program.
- August 3, 2016, Board Meeting: Board approved the staff recommendation to ask Main Street Minden to provide quarterly reports from Main Street regarding financial status, overall progress to date, and future plans of the Main Street Minden program with interim reports to be presented by the Town liaison.

BACKGROUND: The Main Street Minden Program was created in 2015. Consistent with the Town of Minden's Mission Statement and Vision, Main Street Minden is a volunteer driven coalition representing the interests of businesses in both the public and the private sectors, and benefiting residents. The program is focused on safeguarding economic stability through design and beautification, facilitating events and business promotions, and encouraging economic and business development. It is the intent of the Main Street Program, through education and collaboration, to enrich the Town's pride and unique identity representing community spirit and preserving its historic influences.

This item appears on the agenda at the direction of the Town Board so that Main Street Minden may provide the Town Board an update regarding the financial status, overall progress to date, and future plans of the Program.

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IN THE BEGINNING...

THE ROAD TO A START UP MAIN STREET PROGRAM



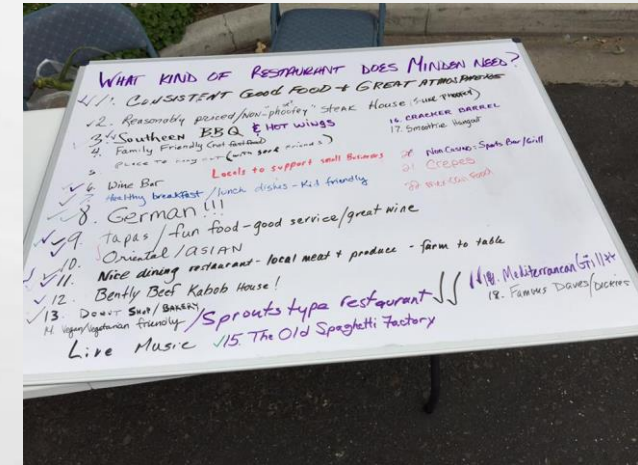
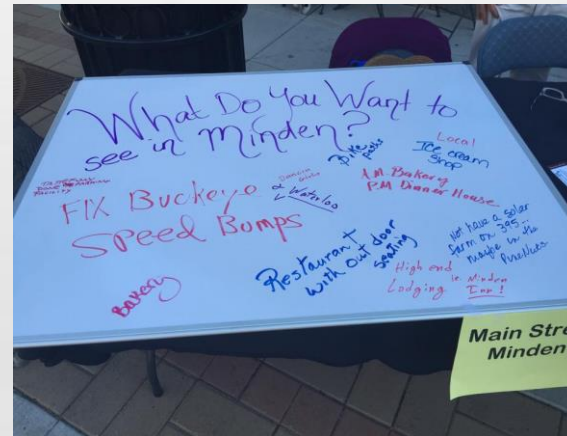
WE HAVE AN IDEA...



- ✓ **Town Manager & Board Member attended Main Street National Conference**
- ✓ **Exploratory Steering Committee formed**
- ✓ **One year of planning and visioning with businesses and residents**
- ✓ **Initial Board selected by committee & approved by Town Board**
- ✓ **Initial funding of program secured**



ASKED A LOT OF QUESTIONS...



INTRODUCTIONS PLEASE...

✓ First Event Planned – Fall Fling!



Main Street Minden *presents the first ever* **Fall Fling**

Help us kick off the beginning of Fall and Celebrate our New Program!

October 17, 3-9pm • Esmeralda Ave, Minden

\$5 entry fee for you and 1 child (12 and under)

DELICIOUS FOOD AND DRINK AVAILABLE FOR PURCHASE LIKE...

Saletti's - Soup Corner Bar - Stuffed mushrooms Minden Meat and Deli - 12 beers on tap
Sierra Gourmet - chips and salsa, fabulous bbq apps Francisco's - Albondigas Soup
Coffee on Main - hot cocoa *And more!*

ACTIVITIES LIKE...

Balloon animals Photobooth by Legendary Entertainment
Pumpkin decorating Storyteller Captain Michael

AND DANCE THE NIGHT AWAY TO THE MUSIC OF...

The Connor Party and All Hat, No Cattle

Kids can watch *Frankenweenie* in the CVIC Hall
with **FREE** adult supervision, and popcorn from Ironwood Cinemas.

THANKS TO OUR SPONSORS:

RALEY'S AND IRONWOOD 8 CINEMAS

Advanced tickets at Barry Chiropractic, Minden Tahoe Airport, Blue Brick Gallery

mainstreetminden@gmail.com

For more information go to facebook.com/MainStreetMinden or call 775-309-1101

IT'S OFFICIAL...

- ✓ **By Laws Written & Approved**
- ✓ **501 (c) 6 Filed & Approved**
- ✓ **Define , Define, Define**
 - ✓ **Who are we**
 - ✓ **District & Focus**



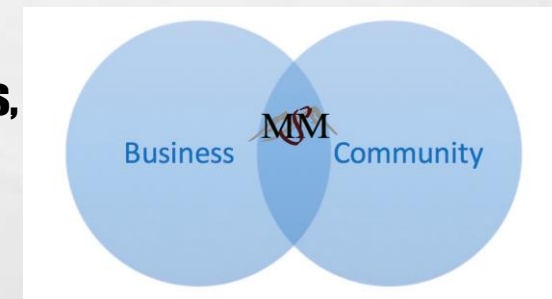
READY, SET, GO...

- ✓ **Interviews for Executive Director**
- ✓ **Interviews for Committee Chairs**
- ✓ **Board Training**
- ✓ **Stategic Planning**
- ✓ **Usual Start-up Ups & Downs**



WHO WE ARE...

- ✓ **Non Profit**
- ✓ **MSM is the intersection of business and community, work and play, and public and private partnerships**
- ✓ **We are an organization that includes Minden and valley businesses, residents and volunteers that power our activities**
- ✓ **We are an exciting place to visit and do business**
- ✓ **We are part of a the larger concept and program, Main Street America™**



WHAT WE DO...



- ✓ **We focus on preserving the Historic Downtown District, economic revitalization and promoting tourism**
- ✓ **We reintroduce downtown as the Heart of Our Community**
- ✓ **We partner with our members, residents, local public and private agencies, MSM activities will build on Minden's strengths, evolving into a thriving destination for the benefit of the community at large**

THIS SAYS IT ALL...

“Main Street Minden, the heart of our community”

MISSION

MAIN STREET MINDEN IS A NON-PROFIT ORGANIZATION IN WHICH RESIDENTS, BUSINESSES, AND THE TOWN OF MINDEN WORK TOGETHER TO ENHANCE THE ECONOMIC VITALITY OF OUR COMMUNITY AND THE HISTORIC HEART OF MINDEN: ENCOURAGING PEOPLE OF ALL AGES TO SHOP, STAY, AND PLAY.



VISION

MAIN STREET MINDEN ENHANCES MINDEN'S VIBRANT CULTURE, WHILE CONTINUING TO BE A PLACE FOR RESIDENTS AND BUSINESSES TO MAKE MEMORIES.

VALUES

- **MAIN STREET MINDEN CONSTANTLY WORKS TO SHOW OUR VOLUNTEERS THEY ARE VALUED AND APPRECIATED WHILE MAKING SURE THEIR ROLE USES THEIR FULLEST CREATIVITY AND BRINGS THEM JOY.**
- **COOPERATION AND GOOD COMMUNICATION IS IMPERATIVE SO THAT BUSINESSES AND RESIDENTS ARE ABLE TO WORK TOGETHER.**
- **MAIN STREET MINDEN MAINTAINS ONGOING ACCOUNTABILITY TO OUR STAKEHOLDERS.**
- **EVERYTHING WE DO BUILDS ON ALREADY EXISTING NATURAL BEAUTY AND THE FRIENDLINESS OF OUR COMMUNITY.**
- **MAIN STREET MINDEN LISTENS TO ALL THE VOICES TO REFLECT THE IDEALS OF THE COMMUNITY.**

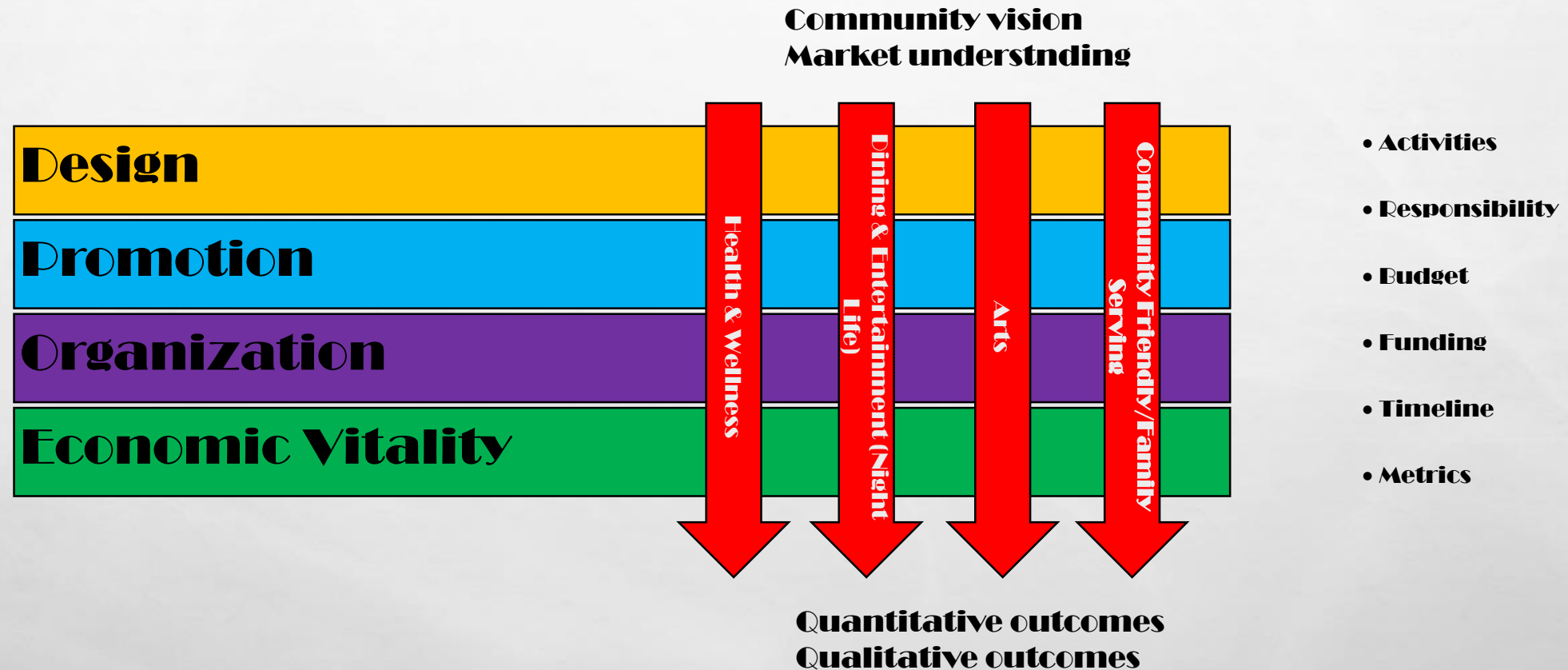
THE DISTRICT & BEYOND...

- ✓ **Historic District (Main Focus)**
- ✓ **Other District Businesses within Town of Minden**
- ✓ **Partnerships within all of the 89423 Zip Code**



STRATEGIC PLAN 2016-2017

Transformation Strategies



GETTING TO THE BASICS...

- ✓ **Maintain a High Degree of Community Presence**
 - ✓ **Chamber of Commerce**
 - ✓ **Visitor's Authority**
 - ✓ **Town Meetings**
 - ✓ **Community Events**
- ✓ **Membership Applications & Agreements (13)**
- ✓ **Monthly Board of Director & Committee Meetings**
- ✓ **Get Committees Working**
- ✓ **Meet & Exceed Community Expectations**



**Meet the MSM Board Monthly Lunches
in the Community**



Has Sprung!

Join Main Street Minden's

Spring Break for Business Open House

Date: Wednesday, March 23, 2016

Time: 5 - 7 PM

Place: Carson Valley Inn - Picon Room

Come meet the Main Street Minden Board of Directors and
our new Interim Executive Director.

Appetizers, Snacks and Soft Drinks will be served.

VOLUNTEERS...





Main Street Minden



Minden Main Street Bazaar - Cancelled: July 23, 2016 Minden Park

We appreciate your interest and support for our Main Street Minden Bazaar. Unfortunately, we had anticipated greater interest in this family fun community event to buy and sell at Minden Park. To that, we have not rallied enough sellers to make it a good investment/opportunity for you. We are bringing in our volunteer experts at this type of event to advise on how we can make it better. Stay tuned for a new date.

In this issue:

- Volunteer Opportunities & Volunteer of the Month
- Business Member Showcase



Volunteers of the Month

Save the Date! October 18th



2nd Annual Fall Fling!

If you are interested in helping plan or participate in this event, we'd love to have your energy and creative ideas to make this truly **your** community event. Please contact us at mainstreetminden@gmail.com and reference Fall Fling! or simply mark your calendar and join us at this family friendly event. Stay tuned for additional details on Facebook and our website.

Volunteer of the Month

MSM is extremely pleased to announce Rosemary and Mike Osborn as Volunteers of the Month. Rosemary and Mike have been involved with MSM as a voice of the community, from a residents perspective, beginning with the steering committee and continue their support in various volunteer efforts. Our neighborhoods, people and maintaining a high quality of life for us all are their priority. From flower planting in Minden Park to serving Pie at the Town of Minden's July 4th Celebration, we couldn't be more proud of the contributions they have made to Minden and our Main Street Program. Thank you both from everyone.



Rosemary & Mike Planting Minden Park Flowers

Important Dates and Volunteer Opportunities:

MSM Events:

July 27, 2016 Noon MSM Lunch - Wild Horse Cafe

August 4, 2016 - Main Street Minden & Carson Valley Visitor's Authority hosts the Hot August Night's Poker Run Lunch Stop in Minden Park 10AM - 2 PM

August 24, 2016 Noon MSM Lunch - Independence Cafe

October 15, 2016 - MSM's 2nd Annual Fall Fling! Join our Promotions Committee and bring your ideas

Come Join a MSM Committee:

Design - 2nd Tuesday 11:30 AM Location Varies Call 775-901-9634 for information

Promotion - Wednesday 12 Noon MSM Offices

Organization - 3rd Thursday 12 Noon MSM Offices

MSM - BUSINESS SHOWCASE

Heart to Heart School

The Heart to Heart School was developed by Dr. Susan Barry, a Nevada Chiropractor, as she moved along her own healing journey. She has been teaching workshops and providing healing information since 2007. The non-profit school was founded in late June of 2013. It has become a living entity, breathing life into the community and growing each day. Join us for free Reiki Share the 2nd Wednesday of the month at 6 PM to experience just a sampling of what we do at the school. You can contact Dr. Barry for more information about the Heart to Heart School at 1624 US Hwy 395, Suite #1 Minden, NV 89423 or by phone at (775) 782-3481

Don't forget to check out the new Main Street Minden web-site at www.mainstreetminden.com

MSM_July Volume 1.4 MSM_2016.1.4

"People coming together as a community can make things happen."

Jacob Rees-Mogg

✓ Events

MAY THE FOURTH BE WITH YOU



✓ Community Projects



- ✓ Monthly Newsletter
- ✓ Volunteer of the Month

COMMUNITY INVOLVEMENT

- ✓ **Main Street Minden participates with the Town of Minden**
 - **Planted Flowers in Minden Park**
 - **Carson Valley Days Breakfast**
 - **4th of July Festivities**
 - **Gazebo Lighting**
 - **Parade of Lights**

- ✓ **Chamber of Commerce**
- ✓ **Carson Valley Visitors Authority (Hot August Nights Poker Stop in Minden Park)**
- ✓ **MSM Events – Fall Fling & May the 4th Be With You**

- ✓ **Community Partnerships with**
 - ✓ **Bently Enterprises**
 - ✓ **Carson Valley Inn**
 - ✓ **Frontier Communications**
 - ✓ **BioFilm Management**

Volunteer Board of Directors 2016-2017

Bobbi Thompson, *President*

Heidi Saucedo, *Secretary*

Ted Thran, *Treasurer*

Susan Barry, *Director (Organization Chair)*

Alisa Pfeil, *Director (Promotions Chair)*

Jojo Myers, *Director (Economic Vitality Chair)*

Roxanne Stangle, *Director (Town of Minden Liaison)*

Vice President, *Open*

Design Chair, *Open*



Main Street Minden

Connie Billington, *Executive Director*

1604 Esmeralda Avenue, Suite 201

Minden, NV 89423

775.901.9634

mainstreetminden@gmail.com

www.mainstreetminden.com



Thank you, come share the experience

**November 9, 2016, Minden Town Board Meeting
Administrative Agenda, Item Number 3**

DATE: November 1, 2016

PREPARED BY: Jenifer Davidson, Town Manager

SUBJECT: For possible action: Discussion and possible action to provide input to Douglas County regarding the update to the Douglas County Transportation Plan as it applies to the Town of Minden. Appearance by Jenifer Davidson, Town Manager. **Public comment.**

PREVIOUS ACTION:

- None for this item.

BACKGROUND: According to the Douglas County Staff:

The Transportation Master Plan discusses improvements to the Douglas County Transportation Network from the present until 2040 needed to maintain efficient movement of pedestrians, vehicles, and other transportation modes. The draft contains updates of the goals of the Master Plan, in addition to specific findings, and recommendations regarding necessary transportation improvements.

This item appears on the agenda to provide the Minden Town Board an opportunity to comment on the update of the Douglas County Transportation Plan as it pertains to the Town of Minden. The Plan will be presented to the Planning Commission on November 8th and the Board of County Commissioners on December 1, 2016.

Because of the size of the plan, hard copies will be made available upon request. To obtain a copy please contact the Town of Minden administrative offices at 775-782-5976. A draft of the update is also available on the Douglas County Community Development Department's webpage at:

<http://www.douglascountynv.gov/109/Community-Development>

STAFF RECOMMENDATION: Staff recommends the Board discuss and provide input to Douglas County regarding the update to the Douglas County Transportation Plan as it applies to the Town of Minden.

ACTION TAKEN: Approve Continue Deny

Approve with conditions: _____

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**November 9, 2016, Minden Town Board Meeting
Administrative Agenda, Item Number 4**

DATE: November 1, 2016

PREPARED BY: Jenifer Davidson, Town Manager

SUBJECT: For possible action: Discussion and possible action to provide direction to Town Staff regarding the potential application of the Sidewalk Cost Sharing Program to the sidewalks located in the portion of the right-of-way currently owned and maintained by Douglas County on County Road. Appearance by Jenifer Davidson, Town Manager. **Public comment.**

PREVIOUS ACTION:

- September 2, 2009, Board Meeting: The Board approved the Town of Minden Sidewalk Repair Cost Sharing Subsidy Program.
- December 3, 2014, Board Meeting: The Board approved the revised Town of Minden Sidewalk Replacement Cost Sharing Policy.

BACKGROUND: The Town of Minden Sidewalk Repair Cost Sharing Subsidy Program was approved in 2009. The program “promotes the replacement of damaged sidewalks and encourages residents to repair any damaged sidewalk that abuts their property.” The goal of the program is to create a safe, walkable community.

In 2014 Town staff reviewed the program and made the suggested changes to make the policy more consistent with the revised Town of Minden Street Tree Program and the Town budget planning cycle.

Recently Town staff was approached by a resident regarding the potential application of the Sidewalk Cost Sharing Program to the sidewalks located in the portion of the right-of-way currently owned and maintained by Douglas County on County Road. This item appears on the agenda so that the Board may discuss the concept and provide direction to Town Staff.

FISCAL IMPACT: Town Staff proposes that no more than \$10,000 be set aside each year in the budget for this program. Because applications must now be submitted prior to the fiscal year cycle, requests can be considered by the Board as part of the fiscal year budgeting process.

STAFF RECOMMENDATION: Staff recommends the Board discuss and provide direction to Town Staff regarding the potential application of the Sidewalk Cost Sharing Program to the sidewalks located in the portion of the right-of-way currently owned and maintained by Douglas County on County Road.

ACTION TAKEN: Approved Continued Denied
Approved with conditions: _____

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Sidewalk Repair/Replacement

50/50 Cost Sharing Program

Created September 2009

Revised December 3, 2014

The Town of Minden strives for a safe, walkable community. In an effort to facilitate this objective, the Town actively promotes the replacement of damaged sidewalks and encourages its residents to repair any damaged sidewalk that abuts their property. The Town understands that replacing and repairing sidewalk is costly. To help with this burden, the Minden Town Board has adopted a financial assistance subsidy to help defer the cost of repairing and/or replacing damaged sidewalks.

Douglas County Code (“DCC”) section 18.04.160 requires an owner of property within the Town to maintain, reconstruct or repair the public sidewalk on the owner’s property or in a public right-of-way that abuts the owner’s property. DCC 18.04.169 further provides for potential financial assistance from the Town for sidewalk repair. This is a 50/50 cost sharing program which may be used to repair or replace existing sidewalk that has been determined by Town Staff to be in need of repair and/or replacement. This program may also be used to install sidewalk where none previously existed.

This Program will repair and/or replace sidewalks once a year, generally in the spring. Property owners may apply to participate in this program by completing a Sidewalk Repair or Replacement application. Applications must be submitted for consideration by Town Staff no later than April 1st of the year prior to repair and/or replacement.

Each year Town Staff will conduct an assessment of the condition of all existing public sidewalk which abuts Town-maintained road(s) or in a public right-of-way that abuts an owner’s property in Town which will be used to prioritize sections of sidewalk for repair and/or replacement based on condition, ADA accessibility and available funding. Due to limited available funding, Town Staff reserves the right to limit the scope of each individual application and the number of applications approved annually. The cost to repair and/or remove and replace the section of sidewalk will be split with the applicant. The applicant must pay for an equal portion of the work to be completed prior to the work proceeding.

Town Staff will coordinate the repair or removal and replacement of the sidewalk as part of this program. It will be the property owner's responsibility to care for and maintain the sidewalk after the repair or replacement is made.

This program may not be utilized to repair or replace sections of sidewalk damaged by the abutting property owner. Town Staff will inspect the sidewalk and may require the removal of landscape elements which may cause the condition of the sidewalk to deteriorate over time.

**November 9, 2016, Minden Town Board Meeting
Administrative Agenda, Item Number 5**

DATE: November 2, 2016

PREPARED BY: Jenifer Davidson, Town Manager
JD Frisby, Superintendent of Public Works

SUBJECT: For possible action: Discussion and possible action to review and provide direction to Town Staff regarding a draft scope of work prepared by Town Staff and provided to Sunrise Engineering to develop a Town of Minden Water Master Plan. Appearance by Jenifer Davidson, Minden Manager and JD Frisby, Superintendent of Public Works. **Public comment.**

PREVIOUS ACTION:

- February 9, 2016, Board Workshop: Board reviewed and discussed the Town of Minden Strategic Plan.
- April 6, 2016, Board Meeting: Board adopted the 2016 Strategic Planning goals.
- April 6, 2016, Board Meeting: Board reviewed fiscal year 2016/2017 tentative budget in which it was discussed under Recommended Professional service the request of a Water Master Plan.
- May 4, 2016, Board Meeting: Board approved the final budget for Fiscal Year 2016/2017, including \$40,000 to develop a water master plan.
- August 3, 2016, Board Meeting: Board selected qualified firms to provide general engineering services and consultation to Town Staff as necessary, where it may serve the Town's best interest, at the discretion of the Town Board.

BACKGROUND: The Town Board adopted the attached 2016 Town of Minden Strategic Plan containing the following goal regarding the Town of Minden Wholesale Water program:

Evaluate the Town of Minden Wholesale water program and identify opportunities to create a program that is fiscally sound and environmentally conscious, taking into consideration the overall health of the aquifer regionally.

To accomplish this goal the Board developed an action plan directing staff to “draft a formal request for proposal, and select a consultant, to work with Town Staff to develop a water master plan to specifically address the future needs of the Minden Wholesale and Retail Systems including infrastructure, water treatment and personnel, and operational efficiency.” The Board further directed staff to “present a water master plan to the Town Board for adoption” in March of 2017.

In August the Town Board approved a list of qualified firms to provide general engineering services and consultation to Town Staff as necessary, where it may serve the Town's best interest, at the discretion of the Town Board. Subsequently, based on the review and ranking of qualifications specific to water master planning of the firms on the Board approved list by the technical review and selection committee Town Staff selected Sunrise Engineering to draft a scope of work to develop a Town of Minden Water Master Plan. The scope of work is attached for review.

This item appears on the agenda to provide the Town Board the opportunity to provide direction to Town Staff regarding the draft scope of work and the desired goals and outcomes of the Town of Minden water master plan.

November 9, 2016, Minden Town Board Meeting
Administrative Agenda, Item Number 5

FISCAL IMPACT: The approved budget for the Water Master Plan is \$40,000 and which will be paid proportionately between the Wholesale and Retail Water funds.

STAFF RECOMMENDATION: Staff recommends the Board review and provide direction to Town Staff regarding a draft scope of work prepared by Sunrise Engineering in response to a request by Town Staff to develop a Town of Minden Water Master Plan.

ACTION TAKEN: Approve Continue Deny

Approve with conditions: _____

2016 Town of Minden Strategic Plan

GOAL:

Evaluate the Town of Minden Wholesale water program and identify opportunities to create a program that is fiscally sound and environmentally conscious, taking into consideration the overall health of the aquifer regionally.

ACTION PLAN:

- (Town Manager/Town Accountant, May 2016) Establish a budget to accomplish this goal (pay for consultants/research options). Build that amount into the Fiscal Year 2016/2017 Budget.
- (Town Board, by July 2016) Conduct an annual Water Strategic Planning Workshop to further develop this action plan.
- (Town Manager, August 2016) Plan and conduct an annual water summit with the Wholesale Customers
- (Town Manager, September 2016) Draft a formal request for proposal, and select a consultant, to work with Town Staff to develop a water master plan to specifically address the future needs of the Minden Wholesale and Retail Systems including infrastructure, water treatment and personnel, and operational efficiency.
- Town Manager/Chair and Vice Chair, February 2017) Annual meeting with the State Water Engineer.
- (Consultant, March 2017) Present a water master plan to the Town Board for adoption.
- (Town Manager, ongoing) Work with the Town of Minden Water Operations manager to continue to evaluate the organizational structure/water policies and procedures and operational efficiency of the water team.
- (Town Staff, ongoing) Continue to explore and identify ways to support USGS with conducting studies that scientifically monitor the quality and quantity of the aquifer.

GOAL:

Explore the possibility of incorporating the key principles of “Placemaking” into the Town’s overall vision and strategic plan.

ACTION PLAN:

- (Town Manager/Town Accountant, May 2016) Establish a budget to accomplish this goal (pay for consultant/research options). Build that amount into the Fiscal Year 2016/2017 Budget.
- (Consultant, September 2016) Educate the Town Board on the key principles of “Placemaking”.
- (Town Board, October 2016) Evaluate the Town’s vision and strategic plan and explore opportunities to incorporate the “Placemaking” philosophy.
- (Town Board/Manager, January 2017) Revise the Town of Minden Strategic Plan and Vision to incorporate these principles.
- (Town Manager/Superintendent, February 2017) Develop a Town of Minden Sidewalk and Trails master plan with an emphasis placed on connectivity and promoting a walkable community. The master plan should also explore solutions for parking.
- (Town Manager/Town Board, March, 2017) Review and revise the Town of Minden 10 year Capital Improvement plan and prioritize projects that are consistent with the “Placemaking” principles.
- (Town Board, April 2017) Approve a revised Town of Minden 10 year Capital Improvement Plan.
- (Town Manager, Ongoing) Continue to explore grant funding/ partnerships with the goal of undergrounding utilities and completing streetscape beautification projects on 395.

GOAL:

Investigate, explore and evaluate the possibility of implementing a trash recycling program in Minden.

ACTION PLAN:

- (Town Manager/Town Accountant, May 2016) Establish a budget to accomplish this goal (pay for consultant/research options). Build that amount into the Fiscal Year 2016/2017 Budget.
- (Town Accountant/Town Manager, September 2016) Analyze the overall status and fiscal health of the trash fund including revenue, expenses and reserve levels. Report findings to the Board.
- (Town Staff, October 2016) Explore all regional options including costs collection sites, partnerships and interim steps for the implementation of a recycling program. Report findings to the Board.
- (Consultant, January 2017) Design and conduct a comprehensive survey of Minden residents regarding the possible creation of a trash recycling program. Report the findings of the study to the Board.
- (Town Board, April 2017) Decide whether or not to pursue a recycling program in Minden.

GENERAL ENGINEERING SERVICES TASK ORDER

Consulting Agreement – General Engineering Services Agreement with Sunrise Engineering, Inc. dated October 18, 2016 is incorporated herein by this reference.

Task Order Number: 2016-1

Consultant Project Manager: Cody C. Howick

Task Order Name: Town of Minden Water Master Plan

Task Order Amount: \$35,400

Start Date: November 9, 2016

Completion Date: February, 28, 2017

Town Project Manager: JD Frisby

Total compensation to the Consultant for Task Order Work shall be as presented in the Scope of Work, Budget, Schedule, Project Management Plan, and Deliverables below. Any changes in scope, budget, and/or schedule shall be approved in writing (Note: In extreme emergency cases a verbal approval will be given and followed up by written approval). Attachments are acceptable to provide additional/background information.

1. **Scope of Work:** See attached Scope of Work provided by the Town of Minden with the assumption we will provide up to two meetings on site with the Town.
2. **Budget (Not to Exceed):** \$35,400
3. **Schedule:** Report deliverable 16 weeks following execution of Service Task Order. Schedule may be negotiated to meet the needs of the Town.
4. **Project Management Plan:** To be supplied by Sunrise Engineering, Inc.
5. **Deliverables:** See attached Scope of Work provided by the Town of Minden

TOWN OF MINDEN

By: _____

Jennifer Davidson, Town Manager

Date: _____

SUNRISE ENGINEERING, INC.

By: _____

Marvin Wilson, Senior Vice President

Date: 10/31/16

Scope of Work from Town of Minden Water Master Plan.

1. Upon authorization, or written Notice to Proceed from CLIENT, ENGINEER will provide engineering services to develop the master plan and feasibility analysis according to the following Scope of Work:
 - a. Review and Gather Data – ENGINEER shall meet with CLIENT to evaluate results of previous plans and to discuss current goals with regard to the water system. ENGINEER will review all data provided by CLIENT pertaining to the existing water system for incorporation into the Culinary Water System Master Plan.
 - b. Project Water Demands – ENGINEER will review population and water demand data provided by CLIENT in order to identify existing average day demands and peak day demands. ENGINEER will project future water system demands over a 20 year planning period based upon projected growth rates or those growth rates provided by CLIENTS general plan. Water Rights demands will be calculated over a 40 year planning period.
 - c. Assess the water right capacity currently owned by CLIENT and determine if that capacity is adequate for the study period.
 - d. Assess the water source capacity currently owned by CLIENT and determine if that capacity is adequate for the study period.
 - e. Assess the water storage capacity currently owned by CLIENT and determine if that capacity is adequate for the study period.
 - f. Assess the water treatment method currently used by CLIENT and determine if that capacity and treatment is adequate for the study period.
 - g. System Hydraulic Model – ENGINEER will use the collected attributes and available information from CLIENT to update the hydraulic model of existing water system using the H2ONET software. The hydraulic model will be in accordance with the State of Nevada requirements and provided by the CLIENT.
 - h. Evaluate Existing System – ENGINEER will use the hydraulic model and existing system data to analyze the existing supply and distribution system capacity, and identify any system deficiencies.
 - i. Future System Analysis – ENGINEER will perform a future system analysis using the projected growth rate, existing system data, and the hydraulic model for the planning period of 20 years. The future system analysis will evaluate major transmission, pumping, and storage requirements to meet the demand of the service area and will include requirements for pipe sizes, pump capacities, and potential locations for new storage and pumping facilities.
 - j. Storage Reservoir Feasibility Analysis – ENGINEER will evaluate the feasibility and benefits of constructing a new water storage reservoir against other feasible alternatives capable of addressing water source capacity shortages. Up to two locations for the potential reservoir will be considered. Analysis will include capital cost, operation and maintenance, ability to solve existing water right challenges, and other non-monetary criteria.

- k. Capital Improvement Plan – ENGINEER will develop a Capital Improvement Plan that will present the estimated costs and recommended schedule for proposed water system improvements. Recommended improvement projects will be organized and presented by immediate needs (0-5 years) and future improvements (5-20 years) if applicable.
 - l. Final Report – ENGINEER will provide a pdf copy of the pre-final report for CLIENT review. Comments will be received from CLIENT and incorporated into the final report. Five (5) hard copies of the final report will be provided to CLIENT, along with an electronic copy. ENGINEER will also provide an unbound, reproducible copy of the report and a reproducible version of any unbound or oversized maps or exhibits.
 - m. ENGINEER will present the findings of the master plan to CLIENT in two town board Meeting. These two meetings will be at the request of the Town Board.
2. Assumptions: The following assumptions apply to the terms and conditions of this scope of work:
- a. The CLIENT will provide a current and working water model in EPNET format as an .inp file. All work and updates completed during the project by the ENGINEER on the water model will be returned to the CLIENT.
 - b. The CLIENT will make available those records designated by ENGINEER as being necessary for the development of the master plan.
 - c. Wholesale water shall be evaluated as a single water serves connection located at the Heybourne Booster station. All demands and analysis shall be placed at that point and no modeling will be required of the wholesale system.

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November 9, 2016, Minden Town Board Meeting
Administrative Agenda Item 6

DATE: November 1, 2016

PREPARED BY: Jenifer Davidson, Town Manager

SUBJECT: For possible action: Discussion and possible action to direct staff in relation to Staff Reports. Discussion shall include a Staff Report on the activities, progress on or status of assigned tasks and projects, or general information regarding operations and projects related to trash, retail and wholesale water service, and other functions of the Town of Minden. Appearance by Jenifer Davidson, Town Manager, and JD Frisby, Superintendent of Public Works. **Public comment.**

ACTION TAKEN: Approve Continue Deny

Approve with conditions: _____

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